

STUDENT TRANSFER & WITHDRAWAL

1. TRANSFER TO SCHOOL IN-DISTRICT

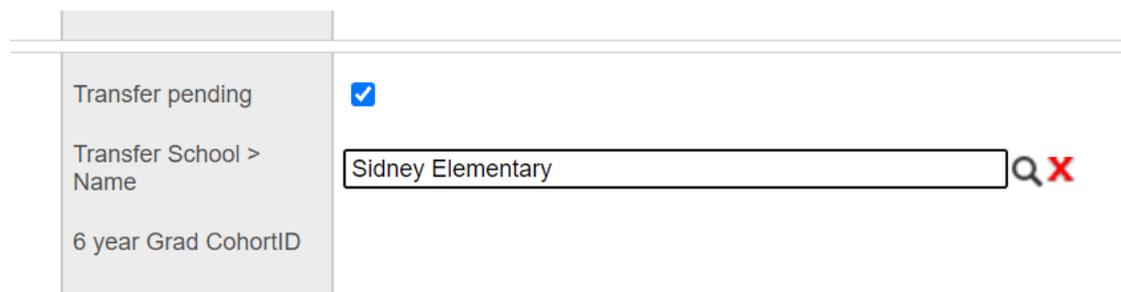
The Transfer Student function allows one school to pull a student in from another school in the province, without taking each individual step of withdrawing them and enrolling them at the new school during the current school year. Transfer function should only be used within districts in BC.

This process is used for in-district transfers only because it maintains a student’s enrollment in Student Services, which is a district-specific enrollment.

STEP 1 – SENDING SCHOOL INITIATES TRANSFER PROCESS

School or District view > Student TT > Select Student > Details

- Check **Transfer Pending** checkbox
- Select **Transfer School Name** - Select the receiving school using the magnifying glass picklist and click OK
- Click **Save** button on student details page



The screenshot shows a form with the following fields:

- Transfer pending**: A checkbox that is checked with a blue checkmark.
- Transfer School > Name**: A search field containing the text "Sidney Elementary" with a magnifying glass icon and a red 'X' icon to its right.
- 6 year Grad CohortID**: A text field that is currently empty.

STEP 2. RECEIVING SCHOOL

School or District view > Student TT > Options > Transfer Student

Select student using the magnifying glass. The list presented are students tagged as transferring to the receiving school.

Withdrawal – Creates “**W**” Enrolment record for sending school

- **Current School** – auto populates the sending school
- **Date** – withdrawal date
- **Code** – withdrawal code for sending school
- **Reason** – Not required, per district process.

Entry – Creates “**E**” Enrolment record for receiving school

- **Current School** – auto populates the receiving school
- **Date** – withdrawal date



- **Code** – withdrawal code for receiving school
- **Reason** – Not required, per district process.

Transfer Student

Name	<input type="text" value=""/>		
<u>Withdrawal</u>		<u>Entry</u>	
Current School	Deep Cove Elementary	Destination School	Sidney Elementary
Date *	<input type="text" value="28/09/2021"/>	Date	<input type="text" value="28/09/2021"/>
Code *	<input type="text" value="Public School In Dst"/>	Code *	<input type="text" value="Public School In Ds"/>
Reason	<input type="text" value=""/>	Reason	<input type="text" value=""/>

Student > Membership ST > Enrolment - a record will be populated with the values above.

2. WITHDRAWAL TO SCHOOL OUT OF DISTRICT OR OUT OF PROVINCE

WITHDRAWING TO ANOTHER MYEDBC SCHOOL DISTRICT

The primary school must withdraw the student and the new school must register the new student. Withdrawing a student with a designation will “exit” them from Special Education module and remove the IEP icon but the designation will remain associated with the student record. This allows the receiving district to enter correct registration information in the membership record.

WITHDRAWING TO A NON-MYEDBC SCHOOL DISTRICT

The school which the student is withdrawing from is responsible for printing the last two report cards and a Permanent Student Record (PSR) card containing demographic information, courses, grades and historical information. The PSR card and report cards are then mailed to the receiving school. The student's electronic record remains within the MyEdBC database for future admission to the next MyEdBC school.

STEP 1 - REVIEW/UPDATE STUDENT INFORMATION

REMOVE HOMEROOM

Student TT > Select Student > Details ST

- Remove – **Homeroom**, and **Next homeroom** if necessary.
- Remove **Locker** info if provided.
- Remove **Counsellor** if provided

Locker	<input type="text"/>	
Parking Space	<input type="text"/>	
Counsellor	<input type="text"/>	
Homeroom	Room 10	
Next homeroom	Room 41	

NOTE: If student has been pre-transitioned for next year, remove the Next School > Name

REMOVE CONTACTS

Student TT > Select Student > Contact ST

- Delete all non-parent contacts

Options ▾ Reports ▾ Help ▾ Search on Priority

4 of 4 selected

Name	Type	Relationship	LivesWith	Parent or Guardian?	PickUp?	Include on IEP
	Regular Contact		Y	Y	Y	N
	Regular Contact		Y	Y	Y	N
	Emergency		N	N	N	N
	Emergency		N	N	Y	N

REMOVE JOURNAL INFORMATION

Student TT > Select Student > Documents ST > Journal sub ST

- Delete Journal Information

Date	Time	Type	Duration	Reason	Referral	Follow-up	Comment
<input type="checkbox"/> 10/03/2020	1:52 PM		0				Course Change.....

REVIEW CONDUCT INFORMATION

Note: The district hasn't used the conduct module in several years, so generally this won't need to be done. However, there may be historic records attached to the student that should be removed.

Student TT > Select Student > Conduct ST > Incidents sub ST > Filter – All Records

- Review any conduct incidents, remove any unnecessary records.



<input type="checkbox"/>	Code	Date	Time	Location
<input type="checkbox"/>	Fighting	26/05/2017	12:46 PM	Classroom
<input type="checkbox"/>	Fighting	05/05/2017	10:00 AM	Classroom

END DATE ALL GENERAL PROGRAMS ASSIGNED TO STUDENT

Student TT > Select Student > Membership ST > Programs sub ST; Dictionary – General program;

- Select and enter end date (withdraw date) for programs (Core French, Early FI, Ab. Support, ELS/ELL, etc.)

The screenshot shows a software interface with a search bar and a table of programs. A dropdown menu is open over the 'General Program' row, showing options: 'All', 'BC Student Learning Groups', 'Student Designations', and 'General Program' (which is selected with a checkmark). The table below shows the following data:

<input type="checkbox"/>	Program	ProgSch	Start	End
<input type="checkbox"/>	Core French	Royal Oak Middle	09/2019	25/06/2020
<input type="checkbox"/>	Core French	Royal Oak Middle	04/09/2018	28/06/2019
<input type="checkbox"/>	Core French	Royal Oak Middle	05/09/2017	28/06/2018
<input type="checkbox"/>	Core French	Rogers Elementary	06/09/2016	29/06/2017

REVIEW ENROLLMENT/WITHDRAWAL DETAILS

Student TT > Select Student > Membership ST > Enrollment sub ST

- Ensure dates are in chronological order and remove duplicate enrollment withdrawal records.
- Check that PSR grades are appropriate

Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR G
E	11/08/2020	From Previous School	EOY Transfer	Active	Active	2024	Stelly's Secondary		09
W	10/08/2020	To Next School	EOY Transfer	Active	Active	2024	Bayside Middle		08
E	09/08/2017	From Previous School	EOY Transfer	Active	Active	2024	Bayside Middle		

CHECK FOR ANY ACTIVE SECONDARY SCHOOL ASSOCIATIONS

Student TT > Select Student > Membership ST > Schools sub ST

- If a student is maintaining this SSA, you will need to withdraw the student as Active, No Primary

The screenshot shows a table with the following data:

<input type="checkbox"/>	School > Name	Year	Type	Start	End
<input type="checkbox"/>	SIDES-South Island Dist Ed	2021	Secondary	11/08/2020	
<input type="checkbox"/>	SIDES-South Island Dist Ed	2020	Former	11/08/2019	28/05/2020
<input type="checkbox"/>	Clairemont Secondary	2019	Former	17/09/2018	16/09/2018



REMOVE STUDENT FROM ANY SNAPSHOTS THEY HAVE BEEN ASSIGNED.

Student TT > Select Student > Snapshots

- Remove Snapshot information if any

3 of 3 selected

	OwnerType
	School
g language program	School
<input checked="" type="checkbox"/> [redacted] final caseload 2019 2020	School

REVIEW TRANSCRIPT RECORDS

Student TT > Select Student > Transcript ST

- Enter a W for each course and set course end date (withdrawal date) if applicable

SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc	Final
MCLE-10	MCLE-10-07	07	CAREER LIFE EDUCATION	76
MCMP510	MCMP510-05	05	ENGLISH 10 : COMPOSITION 10	60
MFMP-10	MFMP-10-07	07	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	W
MF00D10...INT	MF00D10...INT_03	03	FOODS 10 INTERMEDIATE	86

GENERATE AND PRINT A REPORT CARD

Student TT > Select Student > Transcript ST > Reports > Report Cards

- Run a report card once teachers have entered all marks.

REVIEW AND UPDATE INCLUSIONS

Student TT > Select Student > Transcript ST > Inclusions sub ST

- Review and update PSR inclusions.

Date	Expiry	Type	Year	Comment
16/09/2020		Inclusion 06	2021	IEP in myed
15/05/2019		Absence Letter 5	2019	
30/09/2018		Inclusion 03	2019	SLP and OT Report on File

REVIEW AND UPDATE IEP

- Ensure IST knows that student is leaving so the IEP can be updated if necessary and a copy printed if required. IST should end date any active plans.
- IST teacher will pull the red and/or yellow files and they get sent to Learning Services at the SBO.

Status	PlanName	StartDate	EndDate	IEP type
Active				Initial
Active	63-IEP-2020-2021	16/10/2020		Initial
Active	63-IEP-2020-2021	16/10/2020		Initial

REMOVE COURSE REQUESTS IF ANY

Buildview > Student TT > Requests ST

- If the scheduling process has begun for next school year, delete any of the course requests.

<input checked="" type="checkbox"/>	MVAC-11	ART 11 PAINTING AND DRAWING	N	0		Claremont Secondary	1/2	1.0000
<input checked="" type="checkbox"/>	YPSYC1A	PSYCHOLOGY 11	N	0		Claremont Secondary	1/2	1.0000
<input checked="" type="checkbox"/>	MDRM-11---SEM	DRAMA 11	Y	1		Claremont Secondary	1/2	1.0000
<input checked="" type="checkbox"/>	MVAPH11	PHOTOGRAPHY 11	Y	2		Claremont Secondary	1/2	1.0000

School Course > Number

Unavailable schedule: Fritt Schedule

DELETE MISCELLANEOUS FIELDS

Student TT > Details ST > MISC Tab

Demographics | Addresses | Alerts | Citizenship | Programs | Permissions | Language & Culture | Buses | **Miscellaneous**

Ensure that each Misc# field is blank - Select dropdown and set the value to the top value(blank). Save when done.

Misc1

Misc2

Misc3

Misc4

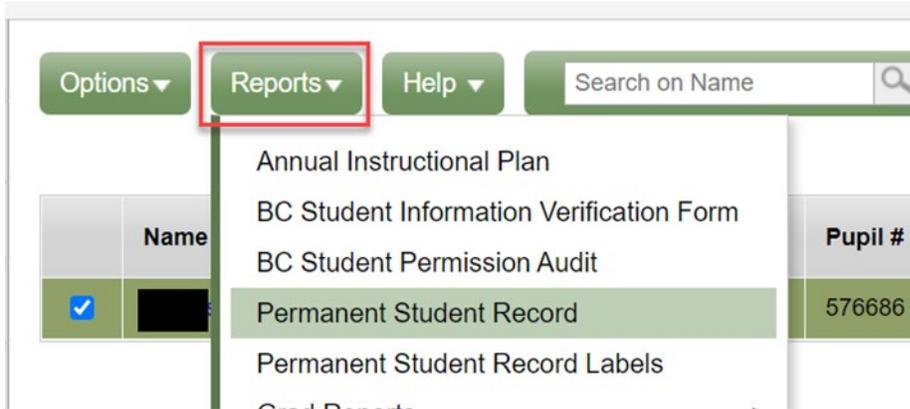
Misc5

STEP 2 – PRINT HARD COPIES OF STUDENT INFO – IF REQUIRED

Print off any necessary student data to send to next school.

PRINT PERMANENT STUDENT RECORD

Print PSR – Student TT > Select Student > Options Button > Show Selected > Reports Button > Permanent Student Record



Make sure that 'Students to include' is set to **Current Selection** to print the currently selected student. Set other printing preferences

Permanent Student Record

School	Lochside Elementary
Students to include	Current selection
Search value	
Sort results by	Current sort order
Active students only	<input checked="" type="checkbox"/>
Include secondary students	<input type="checkbox"/>
Print Both Sides	<input type="checkbox"/>
Format	Adobe Acrobat (PDF)



PRINT REPORT CARD

Student TT > Select Student > Reports > Reports Cards

Choose option:

- **Elementary & Middle** - Report Cards - K-9 Three Term

PRINT TIMETABLE

Student TT > Select Student > Schedule ST > Schedule sub ST > Reports > Student Schedules (Sheet) by Term

- Select the Terms to appear on the schedule

General		Publish
School	Claremont Secondary	
Term	S1,S2 	
Students to include	All 	
Search value	<input type="text"/>	
Effective Date	20/08/2021 	
Sort students by	Name 	
Sort schedules by	Term 	
Format	Adobe Acrobat (PDF) 	

PRINT ATTENDANCE HISTORY

Student TT > Select Student > Attendance ST > Daily Attendance sub ST > Reports > BC Attendance Report

Select the Attendance report start and end dates. Other values can be left as default.

BC Attendance History	
School	Bayside Middle
Start date	11/08/2021 
End date	27/09/2021 
Students to include	All 
Search value	<input type="text"/>
Sort results by	Name 
Format	Adobe Acrobat (PDF) 

STEP 3 - WITHDRAW STUDENT

Student TT > Select Student > Options > Registration > Withdraw

For current list of withdrawal codes, go to the [MyEd manual website](#) > click **Go to Manual > Enrollment > Withdrawal**

- Enter **Withdraw date** (Last day attending).
- Select **Code**
- Select **Reason**
- Select **Status**
 - Active – Active in MyEd
 - Withdrawn – primary student with no open secondary school associations
 - Active no Primary – primary student no longer active in this school, with open secondary school associations and it has been determined this school will remain the school of record with the Ministry of Education for TRAX.
 - Graduate – primary student that has satisfied graduation requirements and has completed schooling
 - PreReg – pre-registered for school
- Check **Disable User Account**
- Check **Create former school association**
- Enter **PSR Grade**

Withdraw Student

Name	[REDACTED]
Current Primary School	Bayside Middle
Date *	22/07/2021 
Code *	To Next School 
Reason	EOY Transfer 
Status *	Active 
Disable related user accounts	<input checked="" type="checkbox"/>
Create former school association	<input checked="" type="checkbox"/>
PSR Grade	08 

OK
 Cancel



After withdrawal, check **Former Student filter** in Student TT to ensure that student appears as expected. View PSR to verify information is correct.

If necessary, modify the withdrawal record in Student TT > Membership ST > Enrollment ST

STEP 4 – UPDATE PHYSICAL SCHOOL LISTS

Any hard-copy class lists will also need to be updated.

UPDATED COPIES OF THE FOLLOWING LISTS to the following... Date: _____	Updated Class List (from MyEd)	Updated 'Division, Room, Phone Extension & Intercom' List	BC Student Information Verification Report (Printed from MyEd)	Updated Medical, Other or Legal Alert List, if applicable
Classroom Teacher(s)				
Classroom Teacher: Copy for Emergency Bag			N/A	-
Office: Principal			N/A	-
Office: Vice-Principal			N/A	-
Office: Secretary			N/A	-
Office: Accounts			N/A	-
Office: Fire Drill Clipboard			N/A	-
Office: Red Student Information Binders		N/A		-
Office: Blue Attendance Folder for TTOC's		N/A	N/A	-
Office: Copier Room	N/A		N/A	-
Office: Email Copy to Staff	N/A		N/A	-
FSL Teacher / FI Prep Teacher			N/A	-
Staffroom	Red Emergency Bag	Red Emergency Bag & Wall	N/A	Red Emergency Bag
Gym	Red Emergency Bag	Red Emergency Bag & Wall	N/A	Red Emergency Bag
Library x2	Red Emergency Bag	Red Emergency Bag & Desk	N/A	-
MPR		Wall Only	N/A	