SAANICH SCHOOLS
MYED STUDENT
REGISTRATION

TABLE OF CONTENTS

PURPOSE

To document district practice for registering a student in Saanich schools, focusing on the registration process and district data practices. This document is to be used after the successful registration of the student in MyEd using the MyEd registration wizard.

Registration happens in three different situations:

1. **Enrollment from another MyEd district** – Student transfers from an out of district MyEd school
2. **In-district transfer** – Student transfers from another Saanich school.
3. **New student to MyEd** – Student comes from a Non MyEd district (Out of province/country or private school)

REGISTRATION WIZARD

MyEducation BC contains only one record for each student. When a student moves from one school to another, ownership/access of that student record changes to the new school.

The MyEd Registration wizard process finds and retrieves students who have been withdrawn from one school and registers them into another. If the wizard can't find a student record, it will create a new one.

The MyEd Registration wizard process is documented in the **Enrollment and Student Demographic** PDF found on MyEducationBC.Info site under School User Resources.

NOTE - Registration Wizard: Ensure you are typing the correct date format in the Date of Birth field. If you are unsure what Locale date format (Canadian/American) you are using, you can type in the actual month and it will convert to the proper format (i.e., "January 10, 2010" or "Jan 10 2010" would change to either 10/01/2010 or 1/10/2010 depending on what you have set for your Locale in your Set Preferences menu).

1. ENROLLMENT FROM ANOTHER MYED DISTRICT

Student is withdrawn from their previous home school, allowing for the registration wizard to retrieve and register them in a Saanich school.

When a student comes from another school out of district they need to have their student data reviewed and cleaned to ensure that it aligns with current district student data practices.

STUDENT

DETAILS

Demographics

Review and verify student data

- Homeroom
  - Enter if known, can update later if necessary
- Children and Youth in Care and Youth Agreement
  - Review Custody information
- Gender Identity
- Calendar – Check to makes sure it's set to **Standard**

Addresses

Review and update the physical and mailing addresses.

NOTE: There is an Address document on the Saanich HUB that details address issues and how to correct them. It's under the heading School View: Clerical, Administrators, Counselors

- Follow Canada Post Address standards
- Use the Canada Post Address Complete tool to verify the correct Street address format
- Link shared addresses with families living in the same house

NOTE: Most addresses will validate using the **Validate** button. Use the Canada Post Address Complete tool check an address format. The **User validated** check box should only be used as a last resort.

Street address	1166 Tolmie Ave	☑ Validate
User validated	☐	

NOTE: Common Address errors:

- Using Road, Street or Avenue instead of Rd, St or Ave
- Not putting a space in the middle of the postal code

Alerts:

Student alerts contain important information about a student. Adding an alert creates a clickable icon that appears next to the student name.

Adding an Alert:

- Click the Add button under the Alert category (Legal, Medical, Other)
- In the popup window, enter a sequence number (used to sort within category)
- Enter description, start date, end date (if applicable/known)
- Disabled checkbox disables the Alert before the end date is reached.
- Other Alert – Pick the icon
- Click OK button
- Click Save in the student details when the popup window closes

NOTE: Legal and Medical alerts will automatically show on the Permanent Student Record (PSR) Report, under the Student Record Inclusions section, even if there is no Inclusion record of that type in MyEd. When a Legal or Medical Alert is added, an inclusion also needs to be completed (Student TT > Transactions ST > Inclusions SST).

STUDENT RECORD INCLUSIONS		
DATE **DD-MON-YYYY**	**DESCRIPTION AND DOCUMENTATION**	**EXPIRY DATE** **DD-MON-YYYY**
	Medical Condition Exists - please see student file	
	Legal document on file that impacts student	

Alert types:

Click on the icons for details:

⚖️💗👪ⓘ⚕️📋📄🔔🔤🔀

- **Legal**
  - Custody, restraining, or legal documents etc. on file.
- **Medical**
  - Life-threatening medical conditions
- **AIP –** Indicates that there is Annual Instructional Plan on file

- **ELL** – Indicates student is receiving ELL services – Automatically added and removed based on start and end dates when student is registered for an ELL program
- **Designation** – Indicates that the student has a learning services designation. Automatically generated and removed when a designation is assigned or removed.
- **Plans** – Indicates a student has a plan (e.g. IEP, SSP) to support their learning
- **Memo** – indicates there is a memo on student record.
- **Other Alerts**
    - Family-related issue (e.g. parents separated)
    - Other information that requires an alert that's not legal or medical
    - Non-life-threatening medical/health information

Citizenship

NOTE: Citizenship code has 1701 funding implications, must be entered correctly

- Review and updated Citizenship information as required
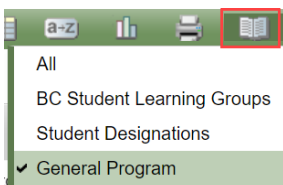- Add Visa and Residency info if required

Programs

NOTE: Programs have 1701 funding implications. If a program is missing, we won't receive funding for that program.
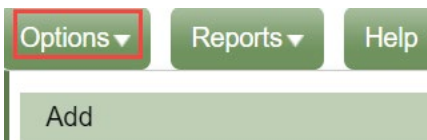
- Ensure previous programs have an end date.
- Programs required by 1701:
    - Core French,
    - French Immersion,
    - Ab Language & Culture
    - Career programs
- Programs entered by Learning Services:
    - Learning Designations,
    - ESD (English as a Second Dialect),
    - ELL (English Language Learning)

Programs are assigned in the Student TT > Membership ST > Programs SST > Options > Add.

Select the appropriate Program dictionary first.

In the Options menu, select Add.

Enter the program information

- Program Code

- Program School
- Start Date
- End Date

Permissions

Set as appropriate

Language & Culture

- Enter home language, language most used, first language
- If applicable, enter Indigenous Ancestry, Band of Origin, Band of Residence, Status Card Number

Bus Information:

- Not used in MyEd - Bus information is stored in a 3rd party system

Miscellaneous

- Select preferred pronouns

Misc1	he / him ▾

NOTE: If the preferred pronouns are not in the list, submit a support ticket (helpdesk@saanichschools.ca) to have the list updated

CONTACTS

Contact records are to be one person per contact record. Emergency contacts should have the Type set to Emergency, and 'pick up' box ticked if stated on reg form

- Parent/Guardian contacts
  - Set to "Regular Contact" type
  - Set to priority 1 or 2.
  - Email address is important - used to contact parents through MyEd
  - Review Flags:
    - Receive Email
    - Parental Auth or Guardian?
    - Contacts can pick up?
    - Lives with student
  - Set
    - Language of Correspondence
    - Speaks English flag
    - Home Language
- Emergency contacts
  - Set to "Emergency" contact type
- Medical contacts (Doctors etc.)
  - Set to "Other Contact" contact type
- Ensure out of district contacts are designated with contact type "out of district"
- Contacts should be removed or added according to the Student Verification form.
- All contacts should have at least:
  - Legal Name
  - Address

- o Phone number
- o Email (used for emailing parents from MyEd)

CONDUCT

- Not used in Saanich – You can remove any conduct records

MEMBERSHIP

Enrollment

Review enrollment records. The records should accurately represent what happened to the student. If this is not the case, email helpdesk@saanichschools.ca to create a ticket to have it fixed.

- Most current record should be an "E" (Enrollment) record for current school.
- PSR Grade – The grade that the student was in when their status changed

TRANSACTIONS

Inclusions

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school.

If the Grade sub level = HS (Home Schooled) then the inclusion section will display Home Schooled under the Student Record Inclusion on the Permanent Student Record.

An inclusion record should be created when:

- Legal or Medical alert is created
- Student switches to homeschooled (sub grade = HS)
- Other supporting documents are submitted

To enter an inclusion:

Student TT > Transactions ST > Inclusions SST > Options > Add

- Inclusion Date - Type or use the calendar icon to select the effective date of the inclusion
- Expiry Date - Type or use the calendar icon to select the expiry date of the inclusion
- Inclusion type - Defaulted to "Inclusion" – Can be changed by changing the field set to Default Fields
- School year – school year the inclusion is for
- PSR Comment – add any necessary information as a comment

DOCUMENTS

Documents

- Don't remove documents

AT-RISK

Remove any At-Risk records – not used in Saanich

Remove unnecessary snapshot records

2. TRANSFER – IN DISTRICT

Students transferring between schools within district should still be reviewed and cleaned up if necessary following district student data practice.

STUDENT

DETAILS

Demographics

- Review and verify student data
- Homeroom – Enter if known. Can be updated later if necessary
- Gender Identity
- Calendar – Set to Standard (Should already be set)

Addresses

Review and update the physical and mailing addresses.

NOTE: There is an Address document on the Saanich HUB that details address issues and how to correct them. It's under the heading School View: Clerical, Administrators, Counselors

- Follow Canada Post Address standards
- Use the Canada Post Address Complete tool to verify the correct Street address format
- Link shared addresses with families living in the same house

NOTE: Most addresses will validate using the **Validate** button. Use the Canada Post Address Complete tool check an address format. The **User validated** check box should only be used as a last resort.

Street address	1166 Tolmie Ave	☑ Validate
User validated	☐	

NOTE: Common Address errors:

- Using Road, Street or Avenue instead of Rd, St or Ave
- Not putting a space in the middle of the postal code

Alerts

Student alerts are important bits of information about a student that are represented by an icon next to the student's name on student pages. These icons alert users to information they should know about a student.

Adding an Alert:

- Click the Add button under the Alert category (Legal, Medical, Other)
- In the popup window, enter a sequence number (used to sort within category)
- Enter description, start date, end date
- Disabled checkbox disables the Alert before the end date is reached.

- Other Alert – Pick the icon
- Click OK button
- Click Save in the student details when the popup window closes

NOTE: Legal and Medical alerts will automatically show on the Permanent Student Record (PSR) Report, under the Student Record Inclusions section, even if there is no Inclusion record of that type in MyEd. When a Legal or Medical Alert is added, an inclusion also needs to be completed (Student TT > Transactions ST > Inclusions SST).

STUDENT RECORD INCLUSIONS		
DATE DD-MON-YYYY	DESCRIPTION AND DOCUMENTATION	EXPIRY DATE DD-MON-YYYY
	Medical Condition Exists - please see student file	
	Legal document on file that impacts student	

Alerts types:

Click on the icons for details:

- **Legal**
  - Custody, restraining, or legal documents etc. on file.
- **Medical**
  - Life-threatening medical conditions
- **AIP –** Indicates that there is Annual Instructional Plan on file
- **ELL –** Indicates student is receiving ELL services – Automatically added and removed based on start and end dates when student is registered for an ELL program
- **Designation** – Indicates that the student has a learning services designation. Automatically generated and removed when a designation is assigned or removed.
- **Plans** – Indicates a student has a plan (e.g. IEP, SSP) to support their learning
- **Memo** – indicates there is a memo on student record.
- **Other Alerts**
  - Family-related issue (e.g. parents separated)
  - Other information that requires an alert that's not legal or medical
  - Non-life-threatening medical/health information

Citizenship

NOTE: Citizenship code has 1701 funding implications, must be entered and correct

- Review and updated Citizenship information as required
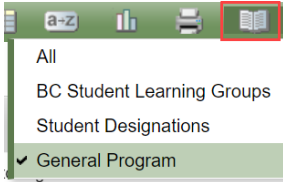- Add Visa and Residency info

Programs

NOTE: Programs have 1701 funding implications. If a program is missing, we won't receive funding for that program.

- Ensure previous programs have an end date.
- Programs required by 1701:
  - Core French,
  - French Immersion,
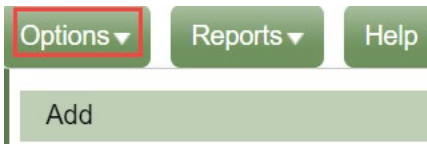 - Ab Language & Culture
  - Career programs

- Programs entered by Learning Services:
    - Learning Designations,
    - ESD (English as a Second Dialect),
    - ELL (English Language Learning)

Programs are assigned in the Student TT > Membership ST > Programs SST > Options > Add.

Select the appropriate Program dictionary first.

In the Options menu, select Add.

Enter the program information

- Program Code
- Program School
- Start Date
- End Date

Language & Culture

- Enter home language, language most used, first language
- If applicable, enter Indigenous Ancestry, Band of Origin, Band of Residence, Status Card Number

Bus Information:

- Not used in MyEd - Bus information is stored in a 3rd party system

Miscellaneous

- Select preferred pronouns

NOTE: If the preferred pronouns are not in the list, submit a support ticket (helpdesk@saanichschools.ca) to have the list updated

CONTACTS

Contact records are to be one person per contact record. Emergency contacts should have the Type set to Emergency, and 'pick up' box ticked if stated on registration/info form

- Parent/Guardian contacts
    - Set to "Regular Contact" type
    - Set to priority 1 or 2.

- o Email address is important - used to contact parents through MyEd
  - o Review Flags:
    - ▪ Receive Email
    - ▪ Parental Auth or Guardian?
    - ▪ Contacts can pick up?
    - ▪ Lives with student
  - o Set
    - ▪ Language of Correspondence
    - ▪ Speaks English flag
    - ▪ Home Language
- Emergency contacts
  - o Set to "Emergency" contact type
- Medical contacts (Doctors etc.)
  - o Set to "Other Contact" contact type
- Ensure out of district contacts are designated with contact type "out of district"
- Contacts should be removed or added according to the Student Verification form.
- All contacts should have at least:
  - o Legal Name
  - o Address
  - o Phone number
  - o Email (communicating with Parents through MyEd)

CONDUCT

- Remove any conduct records – not used in Saanich

MEMBERSHIP

Enrollment

Review enrollment records. The records should accurately represent what happened to the student. If this is not the case, email helpdesk@saanichschools.ca to create a ticket to have it fixed.

- Most current record should be an "E" (Enrollment) record for current school.
- PSR Grade – The Permanent Student Record Grade (PSR) that the student was in when their status changed

TRANSACTIONS

Inclusions

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school.

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- PSR Comment – add any necessary information as a comment

DOCUMENTS

Review and remove unnecessary documents

AT-RISK

Not used in Saanich

SNAPSHOTS

Remove unnecessary snapshot records

3. NEW STUDENTS

A new student is a student who doesn't currently exist in MyEd. The student is either coming from a Non MyEd school within BC/Canada or they are coming from out of Country. During the wizard process, a new student record will be created.

After registering a new student, wait a few days and check that a PEN has been assigned. If not, it's possible the Ministry is seeing a problem with the student information. You may need to contact the PEN Coordinator (PENS.Coordinator@gov.bc.ca) to resolve the issue.

If you discover that you have created a duplicate student, please submit a ticket to help desk (Helpdesk@saanichschools.ca) to have the duplicate student record deleted.

STUDENT

DETAILS

Demographics

- Review and verify student data
- Usual names
- Proof of age – birth certificate or another legal documentation that show legal proof of age
- Homeroom – Enter if known. Can be updated later
- Children and Youth in Care and Youth Agreement – Review and update
- BC Personal Health Number (Add if you have it)
- Calendar – Set to **Standard**

Addresses

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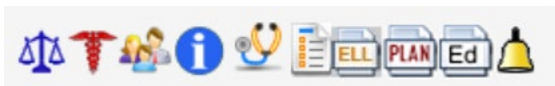
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  - Custody, restraining, or legal documents etc. on file.
- **Medical**
  - Life-threatening medical conditions
- **AIP –** Indicates that there is Annual Instructional Plan on file
- **ELL –** Indicates student is receiving ELL services – Automatically added and removed based on start and end dates when student is registered for an ELL program

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- **Plans** – Indicates a student has a plan (e.g. IEP, SSP) to support their learning
- **Memo** – indicates there is a memo on student record.
- **Other**
    - Family-related issue (e.g. parents separated)
    - Other information that requires an alert that's not legal or medical
    - Non-life-threatening medical/health information

Citizenship:

NOTE: Citizenship code has 1701 funding implications, must be entered correctly

- Review and updated Citizenship information as required
- Add Visa and Residency info

Programs:

NOTE: Programs have 1701 funding implications. If a program is missing, we won't receive funding for that program.

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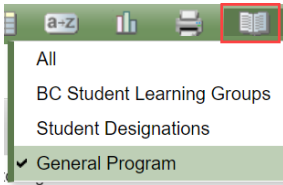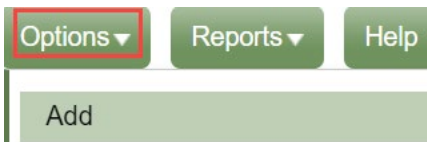
In the Options menu, select Add.

Enter the program information

- Program Code
- Program School
- Start Date

- End Date

Permissions:

- Send Email and Auto dialer Calls? (default Yes)
- Release of Info/: Photos Outside of District (default Yes-change if necessary when forms come in)
- Permission to walk home (default No)
- Allow Internet Access (default Yes-change if necessary when forms come in)
- Field Trip Permission (leave blank) In addition there is a memo field for any school-specific permission information.

Language & Culture:

- Enter home language, language most used, first language
- If applicable, enter Indigenous Ancestry information

Bus Information:

- Not used in MyEd - Bus information is stored in a 3rd party system

Miscellaneous

- Select preferred pronouns

Misc1	he / him ⌄

NOTE: If the preferred pronouns are not in the list, submit a support ticket (helpdesk@saanichschools.ca) to have the list updated

CONDUCT

- Not used in Saanich

CONTACTS

Contact records are to be one person per contact record. Emergency contacts should have the Type set to Emergency, and 'pick up' box ticked if stated on reg form

Adding Contacts:

- Priority starts at 1, not 0. Parent's/Guardian's need to have top priority positions (e.g. 1, 2)
- Emergency Priority number: start priority numbers after parent priority
- **Legal first name:** Must be consistent for an easier duplicate search (e.g. Robert not Bob)
- **Legal last name:** Make sure it isn't in the system yet, use search button.
- **Usual first name:** If they go by a different or shortened name, enter it here.
- **Relationship:** Very important this is correct for verification forms
- **Type:** Also, important that this is correct for verification forms.
- Add the contact address
- **Check marks for all Parent/guardians:**
  - Receive grade mailing – not used in Saanich
  - Receive conduct mailing -not used in Saanich
  - Receive email (important to select if typing in an email)
  - Parental Auth or Guardian
- **Check only if applicable:**
  - Contact can pick up

- o Contact lives with student (if they live with them part time, but different address, do not check this box as it will not show up on verification forms)
  - o Volunteer
- **Do NOT check:**
  - o Contact has family portal access (Family Portal feature not used in Saanich)

MEMBERSHIP

Enrollment

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- School year – school year the inclusion is for
- PSR Comment – add any necessary information as a comment

DOCUMENTS

Documents

- Add as required

AT-RISK

Not used in Saanich

SNAPSHOTS

Add to snapshot when required