

SUGGESTED END-OF-YEAR REPORTS CHECKLIST

Previous school year information can sometimes be difficult to get from MyEd. It's helpful sometimes to save information at the end of the school year in case you need it in the future.

RECOMMENDED TO SAVE

Print hard copies of these reports and put them in the student folder.

- Permanent Student Record** - Student TT > Reports > Permanent Student
- Report Cards Term 1, 2, 3** - Student TT > Reports > Report Cards > Report Cards K-9 Three Term

OPTIONAL SAVE

Save as digital copies and store on the School S drive in MyEd folder

- Attendance History** - Student TT > Reports > Other Jurisdiction > BC Attendance History
- BC Homeroom List with grid** - Student TT > Reports > BC Homeroom list w. Grid
- BC 1701 Verification report** - Student TT > Reports > Ministry Reporting > BC 1701 Verification
- Class List with Designation** - Student TT > Reports > BC Class Lists > BC Class List w. Desig
- Class list with Grid** - Student TT > Reports > BC Class Lists > BC Class List w. Grid
- Enrollment Activity** – Options > GDE > Admission/Withdraw
- Cross-Enrolled Students Reports** – Student TT > Reports > Other Jurisdiction > Secondary School Information
- Programs Report** – Options > GDE > Student Programs
- Student Verification reports** - Student TT > Reports > BC Student Information Verification Reports
- Student Information with Photo** - Student TT > Reports > BC Student Information with Photo