

# CHECKLISTS FOR REGISTERING AND WITHDRAWING

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## Registering (new or new-to-district students only):

- Before you start, you *must* have a proof of DOB and Legal name in order to register in MyEd. (StrongStart too)  
*One of the following can be used:*
  - Birth **Certificate**
  - BC Services **Card**
  - Passport**
  - If you **do** not have either document, ask parent, previous school, or StrongStart facilitator for one. This information is required to register a student.
- Do a thorough search to ensure they are not already in MyEd (communicate with parents-ask if they have attended a StrongStart or previous school in BC, do some detective work)
- If a **NEW** student has siblings already in MyEd, check the “New family member” box and search for the related student. This will link contacts, phone numbers and addresses and ensure they are “shared”
- Once registered, delete **all emergency contacts from other districts** (you will have their new registration forms with updated information)
- Enter homeroom
- Update other demographics and contacts as needed (search contacts thoroughly to make sure they are not already in the system).  
*Do not update busing information – this is tracked in Traversa*
- Assign courses and programs** if registering mid-year
- Assign permissions
- Enter/change alerts accordingly
- After registering a **NEW** student, check back in few days to see if the PEN has been assigned
- Refer to the *User Guide for Office Staff* instructions for more detailed information

**\*If you realize you have made a mistake with a students' first, last or middle name, or the DOB after registering at any point of the year, do not simply change the mistake. You must contact the PENs coordinator and scan the legal ID to update their information as well**  
[PENS.coordinator@gov.bc.ca](mailto:PENS.coordinator@gov.bc.ca)

## Transferring – Students in District only

### *School Transferring OUT*

- Ensure the resource teacher knows the student is leaving so they can update the IEP as required.
- IF the student has conduct incident records, ensure the principal has had a chance to review the conduct records. They may want to delete some of them.

### **Review the student’s transcript records:**

- Student top-tab, Transcripts side-tab.
- Ensure the filter is set to “Current Year” and the Dictionary is set to “All”
- Transcripts Records with marks entered for ANY term: **Enter “W” in the Final field and Save.** (for Grades 10-12 enter course dates as needed). Either:
  - Grade top-tab, select each course, enter W for final grade
  - Student top-tab, transcript side-tab, enter “W” for each course
- Blank Transcript Records: **DELETE**
- In the student’s Demographics, check the box “Transfer pending” and enter the next school in the “Transfer School > Name” field.
- Notify the school receiving the student that they can run the transfer process.
  - NOTE: When the new school runs the transfer wizard it will automatically:
    - End date the previous school’s programs
    - Drop the previous school’s courses from student’s schedule
    - Remove previous Homeroom
    - Remove Next School (if applicable)
    - Remove the student from previous Groups and School/User Snapshots (if applicable)
    - Create a Former school association for the previous school until the end of the current year (based on district MyEd dates)

### *School Transferring IN*

- Run the Transfer Student wizard. Use transfer CODE: *Public School In Dst* for both withdrawal and entry schools
- Schedule courses and enter programs**
- Enter homeroom
- Update other demographic information as needed (permissions, contacts, address, alerts, etc.)  
*Do not update busing information – this is tracked in Traversa*

## Withdrawing – Student is leaving District:

*Before running the withdrawal wizard:*

- Ensure the resource teacher knows the student is leaving so they can update the IEP as required and print a copy if required. **(Please remind them to end date any Active PLANS.)**
- IF the student has conduct incident records, ensure the principal has had a chance to review the conduct records. They may want to delete some of them.
- Delete all emergency contacts.** Delete all contacts that are not parents. Note: if the contact is shared, they will not be deleted from the other students, don't worry.
- If the student has any marks entered into a transcript record, enter a final mark of a W for each course.** Either:
  - Grade top-tab, select each course, enter W for final grade
  - Student top-tab, transcript side-tab, enter "W" for each course
- If the student is withdrawing is a high school student from QJS, CSS, QDL, McN** run attendance report: Student top tab, Attendance side tab, Class Attendance sub-side-tab. Reports, Quick Reports, Saved report, click on "Student Class Attendance (Period) and finish. Store in a folder in your office or online file for audit.
- Check Membership > Enrollment & Schools Tab. If the student is cross-enrolled you should check with the secondary (other) school to see if user accounts should be disabled. Otherwise, be sure to check the box to disable related user accounts when withdrawing.
- Withdraw the student**
  - NOTE: The transfer wizard will:
    - End date school programs
    - Drop school courses from student's schedule
    - Remove Homeroom
    - Remove Next School (if applicable)
    - Remove the student from Groups and School/User Snapshots (if applicable)
    - Create a Former school association until the end of the current year (based on district MyEd calendar dates)

*Ensure the withdrawal process is completed correctly:*

- Check the "Former" student filter to ensure that the student appears
- View the PSR to ensure all withdrawal information is correct (with W for final marks)
- Modify the withdrawal record in the membership side if necessary
- Refer to the *User Guide for Office Staff* instructions for more detailed information