



















## EOYR Checklist for Elementary Schools refer to the Elementary Year End & Next Year Activities Manual

	Task	How to	Notes
<div> <input type="checkbox"/> </div> <p>Pg. 4/5</p>	<p>Update Next School for all students, except the withdrawing students</p> <p><b>*IF ALREADY COMPLETED, DO NOT RUN AGAIN*</b></p>	<p><b>School view &gt; Student tab</b></p> <ul style="list-style-type: none"> <li>Use the <b>Pre-transition</b> field set</li> <li>Mass Update next school for students returning to the same school</li> <li>Manually adjust this field for students that are not returning to the current school and if necessary add a <b>Pre-transition Withdrawal Code</b></li> <li>Out of district schools can be entered in the student's detail screen</li> </ul>	<p>Run a separate query for students transitioning to a different next school than the current one. Using the <i>Next Year Student</i> filter will help to determine next year enrollment numbers.</p> <p><b>**This must now be maintained for the remainder of the school year.**</b></p> <div> <div>NextSkl &gt; Name</div> <div>Valleyview Secondary</div> <div>Valleyview Secondary</div> </div> <p>For students that are transitioning to a new school, determine if there are programs that need to be closed off in the current year and if a Pre-transition withdrawal code is needed. If you have a designated student withdrawing, consult with student services staff to ensure all IEP plans are ACTIVE and COMPLETE and if they are leaving the district that the student is exited from Student Services.</p>
<div> <input type="checkbox"/> </div> <p>Pg. 5/6</p> <p><b>*NEW*</b></p>	<p>Identify students that will be withdrawing at the end of the school year.</p> <p><b>*If needed, enter Pre-Transition Withdrawal Code.</b></p>	<p><b>School view &gt; Student tab</b></p> <ul style="list-style-type: none"> <li>Use the <b>Pre-transition</b> field set, <b>Options &gt; Modify List</b> to change <b>Withdraw</b> to "Y" only for students not active in a MyEdBC school next year</li> <li>Students with no next school value will remain in the school, unless their <b>Withdraw</b> at EOYR box is checked.</li> </ul>	<p>If you know the student's next school and you get approval from that school to add the student, then fill in the student's <b>NextSkl&gt;Name</b> and the <b>Pre-transition Withdrawal Code</b>. Out of district schools can only be entered in the student's detail screen. The students will automatically be withdrawn from the current school with the withdrawal code you chose and be admitted to the next school. Only check the withdraw checkbox for students who will not be active in a MyEdBC school next year.</p> <p><b>**Delete homerooms and NextYR Homerooms for students not returning. Students will remain in the homeroom if these are not deleted prior to withdrawal during EOYR.</b></p> <p><b>* Check to make sure that the students programs have an appropriate end date assigned.</b></p>
<div> <input type="checkbox"/> </div> <p>Pg. 10</p>	<p>Exit students leaving the district from Student Services</p>	<ul style="list-style-type: none"> <li>Any Designated Student leaving our district should be exited from Student Services</li> </ul>	<p>Schools should identify designated students who are withdrawing from their school or district and consult with their student services staff prior to withdraw or transfer during EOYR to ensure appropriate action is taken on these students first.</p> <p><b>DO NOT</b> end date the current <b>Student Services 1701 Designation Program</b>. The designation record alerts the receiving school/district that a support plan may be needed.</p>

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<div></div> Pg. 7	Add next year students ( <b>PreReg</b> ) into MyEdBC	<ul style="list-style-type: none"><li>• Be sure to do a restrictive query</li><li>• Use the appropriate YOG table</li><li>• Enrollment status <b>must</b> be <b>PreReg</b></li><li>• PSR Grade is the grade they will be in September</li></ul>	<p>Be sure to fill in the <b>Next School &gt; Name</b> field in the student demographics so the student will show up in your Next Year Students filter.</p> <p><b>Enrollment status must be Pre-Reg and Date will be the current date</b></p> <p><b>PSR grades will now be automatically updated for students during the EOYR process for enrolled, withdrawn or retained students.</b></p>				
<div></div> Pg. 7/8	EOYR Health Checks	<ul style="list-style-type: none"><li>• <b>School</b> view, <b>Student</b> top tab, <b>Pre-Transition</b> Field Set</li></ul>	<p>Use the following filter to run EOYR Health Checks. These filters work with the Pre-transition field set to identify students with potential data issues heading into EOYR</p> <ul style="list-style-type: none"><li>• <b>EOYR – Future YOG flagged to graduate</b></li><li>• <b>EOYR – Multiple flags set</b></li><li>• <b>EOYR – Prior YOG still active</b></li><li>• <b>EOYR – Students becoming Active no Primary</b></li></ul>				
<div></div> Pg. 5	Assign the next homeroom  <b>**Can also be done after EOYR**</b>	<ul style="list-style-type: none"><li>• <b>School</b> view, <b>Student</b> top tab, <b>Primary Active Students</b> Filter, <b>Pre Transition</b> Field Set</li><li>• Use <b>Options &gt; Modify List</b> to fill in the <b>Next Homeroom</b> field if you know what they will be.</li></ul>	<table><tr><th>NextHomeroom</th><th>Next HR Teacher</th></tr><tr><td>111</td><td>Schmidt, B</td></tr></table> <p>If this field is populated, the new homeroom will be assigned to the student as a part of the EOYR process. <b>Note:</b> The Next HR Teacher information will populate automatically if a Next Homeroom value is assigned to a student <b>BUT</b> it will display as this year's teacher until we go through EOYR and the teacher's homeroom has been updated in the <b>Staff</b> top tab.</p>	NextHomeroom	Next HR Teacher	111	Schmidt, B
NextHomeroom	Next HR Teacher						
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<div></div> Pg. 9	All Programs have been end dated  <b>**Be sure end date is July 15<sup>th</sup> so year end reports will run**</b>	<ul style="list-style-type: none"><li>• <b>School</b> view &gt; <b>Global</b> top tab &gt; <b>Favorite</b> side tab</li><li>• Click on <b>Student Program Participation</b></li><li>• Click on the <b>End Date</b> column header so the blanks come to the top.</li></ul>	<ul style="list-style-type: none"><li>• The only information that should be missing an end date are the <b>1701 Designation Programs</b> (<i>have a letter under the Program header</i>). <b>DO NOT end date these entries!</b></li><li>• Any program that needs an end date you can either click the student's name to enter and add the end date <b>OR</b> you can go to <b>Options &gt; Modify List</b></li></ul>				
<div></div> Pg. 11	Prepare for Build View	<ul style="list-style-type: none"><li>• Use the <b>School</b> top tab &gt; <b>Setup</b> side tab &gt; <b>Details</b> leaf to update <b>Build Year Context &gt; School Year</b></li><li>• and &gt; <b>Preferences</b> leaf &gt; <b>Schedule Category</b> to check Section number pad length</li></ul>	<ul style="list-style-type: none"><li>• For <b>Build Year Context &gt; School year</b> click on the red <b>X</b> save then use the  and select the appropriate next year school year (2019/2020). Only do this once.</li><li>• For the <b>Section number pad length</b> check that it is 4 characters (<i>homeroom numbers are 4 characters in length</i>).</li></ul>				

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 <b>Pg. 12 &amp; 13</b>	Next Year Course Catalogue	<ul style="list-style-type: none"> <li><b>School view &gt; Schedule</b> top tab &gt; <b>Courses</b> side tab &gt; <b>Options &gt; Copy Course Catalog...</b></li> </ul>	<ul style="list-style-type: none"> <li>Once courses are copied set the  to <b>Build Year</b> and  to <b>Report Card</b> and review the list of courses and add or make changes to the columns of information (<i>be sure to add transcript definition, rubric definition, comment bank.....</i>), delete closed courses and add new courses if there are any.</li> </ul>
 <b>Pg. 14</b>	<b>Build View –</b> Creating A Scenario	<ul style="list-style-type: none"> <li><b>Build view &gt; Scenario</b> top tab &gt; <b>Options &gt; Copy Active Schedule</b></li> </ul>	<p>Once a scenario has been copied over be sure to open it so that the scenario name shows below your school name above the top tabs and click Save.</p>
 <b>Pg. 15 &amp; 16</b>	<b>Build View -</b> Check Scenario Terms, Days, Periods, and Bell Schedules	<ul style="list-style-type: none"> <li><b>Build view &gt; Scenario</b> top tab &gt; select scenario &gt; <b>Terms, Days, Periods</b> or <b>Bell Schedules</b> side tabs</li> </ul>	<ul style="list-style-type: none"> <li>Check that there is a full year schedule term</li> <li>Confirm 1 Day was copied over</li> <li>Make sure there are 2 periods, AM and PM</li> <li>Make sure there is at least one Bell Schedule</li> </ul>
 <b>Pg. 19</b>	<b>Build View –</b> Refresh Courses, Students & Staff	<ul style="list-style-type: none"> <li>Go to <b>Courses, Students</b> and <b>Staff</b> top tab &gt; <b>Options &gt; Refresh</b></li> <li>Refresh should be run every time you come in to the <b>Build</b> view on Courses, Student &amp; Staff top tabs.</li> </ul>	<ul style="list-style-type: none"> <li>If you are missing courses, students or staff members, change the filter to <b>All</b> and then check the <b>Include in Scheduling</b> box. (<i>Course details</i>)</li> <li>If you still don't see a student make sure they have your school as the Next School</li> <li>If you still don't see a Staff member, call Software Support they may have to change the staff's school for next year</li> </ul>
 <b>Pg. 19 - 21</b>	<b>Workspace –</b> getting ready for Next year	<ul style="list-style-type: none"> <li><b>Build view &gt; Workspace</b> top tab &gt; <b>Master</b> side tab</li> <li>Refresh should be run every time you come in to the <b>Build</b> view on Courses, Student &amp; Staff top tabs.</li> </ul>	<ul style="list-style-type: none"> <li>Update the section numbers for all course sections so that it matches the teacher's homeroom number</li> <li>Update the <b>PrimaryStaff &gt; Name</b> to the teacher that will be teaching that class next year (<i>make sure section/homeroom matches who the teacher will be for next year</i>).</li> <li>Adding new sections or deleting sections no longer needed (<i>only ATT-AM and ATT-PM have schedule records</i>)</li> </ul>

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<div></div> <p>Pg. 21 - 22</p> <div></div> <p>Pg 23 - 25</p>	<p><b>Workspace</b> - Loading Students into Sections</p> <p><b>OR</b></p> <p>Doing this after EOYR</p>	<ul style="list-style-type: none"><li>This procedure can be done in the <b>Build view</b> but it is suggested that only one class be loaded (<i>perhaps ATT-AM</i>) then you only have one class to maintain for changes. <b>OR</b> do all classes after EOYR.</li></ul>	<ul style="list-style-type: none"><li>There are different options for loading students into sections of their courses for the next school year. Since elementary students stay in the same classroom with the same teacher for the full year, it is not necessary to load them into all the sections of all of their courses before the year rolls over. Group scheduling or Homeroom Snapshot options can be used in the School View to load students as a school start-up task.</li></ul>												
<div></div>	<p><b>Medical and Legal Alerts</b></p>	<ul style="list-style-type: none"><li><b>Student</b> top tab &gt; <b>Details</b> side tab &gt; <b>Alerts</b> sub-top tab &gt; <b>Medical</b> and/or <b>Legal Alert</b> &gt; <b>Add</b> &gt; <b>Ok</b> &gt; <b>Save</b></li></ul>	<ul style="list-style-type: none"><li>Be sure all students with Legal and Medical Alerts have been entered properly so that the information will print on their PSR cards</li></ul> <table><tr><th colspan="2">STUDENT RECORD INCLUSIONS</th></tr><tr><th>DATE DD-MON-YYYY</th><th>DESCRIPTION AND DOCUMENTATION</th></tr><tr><td></td><td>Medical Condition Exists - please see student file</td></tr><tr><td></td><td>Legal document on file that impact student</td></tr></table>	STUDENT RECORD INCLUSIONS		DATE DD-MON-YYYY	DESCRIPTION AND DOCUMENTATION		Medical Condition Exists - please see student file		Legal document on file that impact student				
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<div></div>	<p><b>Snapshots</b></p>	<ul style="list-style-type: none"><li><b>Student</b> top tab &gt; <b>Options</b> &gt; <b>Snapshots</b> drop down &gt; choose the snapshot radio button and click on <b>Delete</b> &gt; repeat</li></ul>	<ul style="list-style-type: none"><li>We have just found out that Snapshots will go through EOYR fine as long as <b><i>all students who are assigned to a Snapshot are still in your school, if not, it will corrupt your Snapshot.</i></b> Our recommendation is to print off lists of students in Snapshots that you want to keep as part of the year-end process, delete all Snapshots and then re-create them next year. Just be sure to remove grade 6 students from your Snapshots.</li></ul>												
<div></div> <p><b>*NEW*</b></p>	<p><b>ELL Alerts</b></p>	<ul style="list-style-type: none"><li><b>Programs:</b> <b>Student</b> top tab &gt; <b>Membership</b> side tab &gt; <b>Programs</b> sub-top tab &gt; <b>Data Dictionary</b> to General Programs. Then go <b>Options</b> &gt; <b>Add</b> and add the ELL Program Code with an Active Date</li><li>Or if the student is a fee paying student (International) not being funded by the Ministry but is still doing the ELL Program, then add the ELLU code to the student to activate the ELL Alert.</li></ul>	<ul style="list-style-type: none"><li>MyEdBC installed a software enhancement that replaces the manual process and automates ELL alerts through a nightly procedure that will add or remove the ELL alert based on the start and end dates of students' ELL programs. If the student has an active ELL Program assigned, the system will generate an ELL Alert. Once the program passes the ELL end date, the ELL Alert will be removed.</li><li>If the student is an unfunded ELL student doing the program, then add the 23000 – 23 ELLU – NOT FUNDED program code to the student. This process will also add the ELL Alert to a student.</li></ul> <div><p>03 -</p><p>Options Reports Help Search on Program</p><p>0 of 2 selected All Records - General Program</p><table><tr><th>Program</th><th>ProgSch</th><th>Start</th><th>End</th></tr><tr><td>ELL (English Language Learning)</td><td>Davidson Road Elementary</td><td>11/21/2016</td><td>6/29/2017</td></tr><tr><td>ELL (English Language Learning)</td><td>Davidson Road Elementary</td><td>9/5/2017</td><td>7/15/2018</td></tr></table></div>	Program	ProgSch	Start	End	ELL (English Language Learning)	Davidson Road Elementary	11/21/2016	6/29/2017	ELL (English Language Learning)	Davidson Road Elementary	9/5/2017	7/15/2018
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	<b>Inclusions for IEPs, AIPs, SSPs and ELLs</b>	<ul style="list-style-type: none"><li>• <b>INCLUSIONS:</b> Student top tab &gt; <b>Transactions</b> side tab &gt; <b>Inclusions</b> sub side tab &gt; <b>Options</b> &gt; <b>Add</b> &gt; <b>Inclusion Type</b> MUST say Inclusion and include the number sequence (01,02...) to print on PSR &gt; <b>Save</b></li><li>• Check with LAT/ELL Teachers and make sure all AIP/ELL documents have been added into MyEdBC.</li></ul>	<ul style="list-style-type: none"><li>• Inclusion type must say <b>Inclusion</b> for it to print on the PSR and then the number sequence (01,02...).</li></ul> <div><div><div>Inclusion date *</div><div>6/21/2018</div><div>Expiry Date</div><div></div><div>Inclusion type *</div><div>Inclusion 03</div><div>School year *</div><div>2018</div><div>PSR Comment</div><div>Individualized Education Plan - see student's file</div></div></div> <table><tr><th colspan="2">STUDENT RECORD INCLUSIONS</th></tr><tr><th>DATE DD-MON-YYYY</th><th>DESCRIPTION AND DOCUMENTATION</th></tr><tr><td></td><td>Medical Condition Exists - please see student file</td></tr><tr><td></td><td>Legal document on file that impact student</td></tr><tr><td>15-Jun-2016</td><td>ELL AIP in place, year 3 of service, see AIP in student's file for more details.</td></tr><tr><td>15-Jun-2016</td><td>Individual Education Plan - see student's file</td></tr></table>	STUDENT RECORD INCLUSIONS		DATE DD-MON-YYYY	DESCRIPTION AND DOCUMENTATION		Medical Condition Exists - please see student file		Legal document on file that impact student	15-Jun-2016	ELL AIP in place, year 3 of service, see AIP in student's file for more details.	15-Jun-2016	Individual Education Plan - see student's file
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	<b>Reports</b>	<ul style="list-style-type: none"><li>• <b>Student</b> top tab &gt; Reports</li><li>• <b>When saving the reports, be sure you are saving them as an Adobe Acrobat PDF document or you won't be able to open them later</b></li><li>• In IE be sure to click on the save icon on the pop up bar <b>NOT</b> File &gt; Save As<div><div><div></div></div></div></li><li>• In Chrome be sure to click on the download icon on the pop up bar<div><div><div></div></div></div></li><li>• Save reports to your network drive: <b>N:\MyEdBC Year End 2017-2018</b></li></ul>	<ul style="list-style-type: none"><li>• Run the following reports and save to your network drive.<ul style="list-style-type: none"><li><input type="checkbox"/> BC Student Information Verification Form</li><li><input type="checkbox"/> Permanent Student Records</li><li><input type="checkbox"/> PSR's of <b>Former</b> Students</li><li><input type="checkbox"/> Report Cards for all terms and all grade levels</li><li><input type="checkbox"/> BC 1701 Report – By ELL</li><li><input type="checkbox"/> BC 1701 Report – By First Nations</li><li><input type="checkbox"/> BC 1701 Report – By International</li><li><input type="checkbox"/> BC 1701 Report – By Program</li><li><input type="checkbox"/> BC 1701 Report – By Student Services</li><li><input type="checkbox"/> BC 1701 Report – By Nominal Roll</li><li><input type="checkbox"/> BC Homeroom List w/Designation</li><li><input type="checkbox"/> Other Jurisdiction &gt; Student Alerts</li><li><input type="checkbox"/> Print Snapshot Lists then remove all snapshots from Gr 5 and/or 6 students (whichever grade is transitioning) and any students who will be leaving your school</li><li><input type="checkbox"/> Run any other report you think you may have to refer back to</li></ul></li></ul>												

Completed By

Principal's Signature

Date

Scan and email completed checklist to [software.support@sd23.bc.ca](mailto:software.support@sd23.bc.ca) by **July 5<sup>th</sup>, 2019.**