

# SCHOOL BUSINESS CYCLE PROCESSES

Business Event	Elementary	Middle	Secondary
<b>Mid-August to First Day of School</b>			
August Provincial Exams ( Mid August)	No	No	Yes
Register new students	Yes	Yes	Yes
Check MOE website for new Graduation Handbook of Procedures & Course Registry	No	No	Yes
Check MOE secure school website for Non-Grad students	No	No	Yes
Follow up with any manual submission of mark changes to ensure grad status for students is appropriate	No	No	Yes
Complete all tasks on the School Start-up Checklist sent out by Software Support	Yes	Yes	Yes
<b>September</b>			
Admission/registration of new students is on-going	Yes	Yes	Yes
Ensure all students are active and assigned a Standard Calendar	Yes	Yes	Yes
1601 & 1701 Submission	Yes	Yes	Yes
<b>October</b>			
Class Size Verification	Yes	Yes	Yes
SADE Submission	No	Yes	Yes
TRAX Submission	No	No	Yes
Double check set-up in preparation of first report card	Yes	Yes	Yes
<b>November</b>			
First Reporting Period (Nov/Dec)	Yes	Yes	Yes
Exam register posted on MOE School Secure web for January exam write dates	No	No	Yes
<b>December</b>			
First Reporting Period (Nov/Dec)	Yes	Yes	Yes
TVRs and Non-Grad reports posted on MOE School Secure Web	No	No	Yes
January Provincial Exam Registration Deadline	No	No	Yes
Next Year Schedule - Timetable Building Starts	Yes	Yes	Yes
<b>January</b>			
Change from Semester 1 to Semester 2 - increase in new student admissions & course changes	No	No	Yes
Second Report Card Period	No	No	Yes
SADE Submission	No	Yes	Yes
Provincial Exams	No	No	Yes
Pre-transition Students for Next Year Scheduling	Yes	Yes	Yes

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<b>February</b>			
Next Year Registration begins	Yes	Yes	Yes
1701 Submission	Yes	Yes	Yes
TRAX Submission	No	No	Yes
Course changes for Semester 2	No	No	Yes
Pre-transition Students for Next Year Scheduling	Yes	Yes	Yes
Pre-Scheduling/Student Course Selections	No	Yes	Yes
Enrollment Projections for Next Year	Yes	Yes	Yes

<b>March</b>			
January exam marks released	No	No	Yes
Second Report Cards	Yes	Yes	No
Run BC TRAX Error Upload report for unsuccessful exam mark loads, enter manually if required	No	No	Yes

<b>April</b>			
Third Report card Period	No	No	Yes
SADE submission	No	Yes	Yes
TRAX Submission	No	No	Yes

<b>May</b>			
Exam register posted on MOE School Secure web for June Exam write dates	No	No	Yes
TVRs and Non-Grad reports posted on MOE School Secure web	No	No	Yes
Registration deadline for June exams	No	No	Yes
Next Year Scheduling Activities	Yes	No	No
Interim transcript data available to BC PSIs	No	No	Yes
1701 for CE and DL Schools	*Yes	*Yes	*Yes

<b>June</b>			
Final report Cards	Yes	Yes	Yes
Provincial Exams	No	No	Yes
Final TRAX submissions	No	No	Yes
Complete EOYR Checklist sent by Software Support (end of year)	Yes	Yes	Yes

<b>July</b>			
SADE Submission	No	Yes	Yes
Transcripts & Dogwoods sent to graduated students & schools	No	No	Yes
Manual submission of any marks for courses completed after June TRAX submission	No	No	Yes
All Next Year timetable activities must be completed prior to EOYR	Yes	Yes	Yes