



# Student Withdrawal/Transfer Checklist

**Within a district** schools can use the **transfer function** to move students between schools. Designations and IEPs stay intact.

**Schools in BC but outside of our district must withdraw** the student and new school must register them – **Do Not** use the transfer function between districts. This ends the IEP and Designation. This also allows the receiving district to enter correct registration information in the membership record.

If the student is transferring to a non-MyEdBC school (inside or outside BC), the school which the student is withdrawing from is responsible for printing the last two report cards and a Permanent Student Record (PSR) card containing demographic information, courses, grades and historical information. The PSR card and report cards are then sent to the receiving school and a copy placed in the student's file. The student's electronic record remains within the MyEdBC database for future admission to another MyEdBC school.

## **Withdraw Checklist** (refer to *Withdrawal/Transfer Manual* for step by step instructions):

- Remove the homeroom** (see #1 of *Withdrawal/Transfer Manual*)
- Remove Locker information** (see #1 of *Withdrawal/Transfer Manual*)
- Remove Next school > Name** (see #1 of *Withdrawal/Transfer Manual*)
- Change end date of programs to date of withdraw** (see #2 of *Withdrawal/Transfer Manual*)
- Check Membership > Enrollment records** (see #3 of *Withdrawal/Transfer Manual*)
- Enter PSR Grade in membership record** (see #3 of *Withdrawal/Transfer Manual*)
- Check Membership > Schools tab** (see #4 of *Withdrawal/Transfer Manual*)
- Remove student groups** (see #5 of *Withdrawal/Transfer Manual*)
- Remove snapshots** (see #6 of *Withdrawal/Transfer Manual*)
- Update conduct records** (see #7 of *Withdrawal/Transfer Manual*)
- Remove Journal Information** (see #8 of *Withdrawal/Transfer Manual*)
- Student Attendance History Report (if applicable for audit)**
- Student Schedule Change History (if applicable for course based schools audit)**
- Student TT > Attendance ST > Class Attendance ST (if applicable for audit)**
- Update PSR inclusions** (see #9 of *Withdrawal/Transfer Manual*)
- Update Transcript records** (see #10 of *Withdrawal/Transfer Manual*)
- Run Report Cards (if applicable)** (see #11 of *Withdrawal/Transfer Manual*)
- If transferring student, remove schedule** (see #12 of *Withdrawal/Transfer Manual*)
- Remove next year course requests (if applicable)** (see #13 of *Withdrawal/Transfer Manual*)
- Withdraw / Transfer student** (see Step 2 of *Withdrawal/Transfer Manual*)
- Check Disable User Account & Former School Association** (see Step 2 of *Withdrawal/Transfer Manual*)
- Check Former Student filter to ensure student appears** (see Step 2 of *Withdrawal/Transfer Manual*)
- View PSR to ensure all information is correct** (see Step 2 of *Withdrawal/Transfer Manual*)
- Modify Withdrawal record in membership side tab (if applicable)** (see Step 2 of *Withdrawal/Transfer Manual*)

**Secondary school Associations** are created by secondary schools and they are end-dated by the school that created them. **Primary schools should not be end-dating secondary school associations that belong to other schools.** If a primary school believes a secondary school association should be end-dated, please contact the secondary school and ask them to do so. Student information, courses and marks could be lost and DL funding may be effected.