

END OF YEAR ROLLOVER (EOYR)

CHECKLIST

Students Staying

- 1. Set "Next School" field to Your School's Name.
- 2. Set "Withdraw at EOY" to N
- 3. Set "Retain in Same Grade" to Y for all students being held back a grade level.
- 4. Set "Next Year Homeroom" if school does daily attendance (elementary schools)

Students Leaving

- 1. Set "Next School" field to the New School's Name if next school is known, and Set "Withdraw at EOY" to N if next school is known.
- 2. Set "Next School" field to blank if next school is unknown, and Set "Withdraw at EOY" to Y if next school is unknown
- 3. Review to see if anything should be deleted from Student->Documents->Journal
- 4. Review to see if anything should be deleted from Student->Documents->Documents
- 5. Review to see if anything should be deleted from Student->Conduct
- 6. Set current year "Homeroom" to blank (only do after Report Cards and attendance are completed for the year).
- 7. Set "Next Year Homeroom" to blank

Grade 12's - Graduating

- 1. Set "Next School" field to blank
- 2. Set "Withdraw at EOY" to N
- 3. Set "To be Graduated" to Y
- 4. Set "Dip/SCCP Date" field to date of graduation

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Grade 12's – NOT Graduating

- 5. Set "Next School" field to New School or Your School's Name
- 6. Set "Withdraw at EOY" to N
- 7. Set "To be Graduated" to N
- 8. Set "Dip/SCCP Date" field to blank
- 9. Set "Retain in Same Grade" field to Y

Cross-Enrolled Students (typically DL schools only)

- 1. Update Secondary school associations end date to blank or August of NEXT year for students staying at your school.
- 2. Update Secondary school associations end date to date before EOYR for students leaving your school

Data Clean-up

- 1. Review all students if anything should be deleted from Student->Document->Journal
- 2. Review all students to see if anything should be deleted from Student->Documents->Documents
- 3. Review all students if anything should be deleted from Student->Conduct
- 4. Set Staff Leaving to "Inactive" and remove staff "primary email". (Do after Report Cards are completed)
- 5. Download copy of all Report Cards
- 6. Download copy of Permanent Student Records (PSR)
- 7. Download copy of Active Student List

Next Year Preparation

- 1. Copy Courses to Next Year.
- 2. Copy Active Schedule in Build View.
- 3. Add New Staff Starting in September

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- 4.** For students joining your school next year, that have an existing record in MyEdBC, get current schools to set “Next School” field to Your School’s Name.
- 5.** Pre-Register students joining your school next year that don’t have an existing record in MyEdBC.