BCeSIS
Supporting Student Achievement

Registration & Demographics
Reference Guide

Version 1.3
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BCeSIS Implementation Team

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Overview

This guide will cover the processes involved in admitting, registering and withdrawing students within your school.

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Introduction

This document discusses the various ways to manage a student's record in BCeSIS. **It is of utmost importance that there is only one record ever created for a student.** Unless the student is entering a StrongStart Centre or a school in BCeSIS for the first time ever, there will already be a record for the student and that is the record that MUST be located in BCeSIS and used. Only this initial record will receive a PEN.

This record is then passed on, or shared between schools, building up the educational history of the student. When a student moves to another BCeSIS school, access to that record changes through the withdraw/admit process.

It is the responsibility of everyone entering student information into BCeSIS to use great care in following the standard admission procedures *(see Standards Handbook p14-21 of the print version, and 15-22 of the pdf version)*. If this is not done, a duplicate record will be created. That new record will not receive a PEN *(see definition below)* and cannot be merged with the original record. Consequently, the school will receive **a PEN error report,** will have to print all relevant data, and then manually update the original record. The duplicate record must then be deleted which is done by request to the BCeSIS Service Desk.

Important Note: **Remember to follow procedures in the BCeSIS Standards Manual by using LEGAL documentation only, and checking the data entered for errors, typos, and incorrect birthdates etc. to ensure that duplicate student records are not created.**

PEN

The Personal Education Number (PEN) number cannot be entered into BCeSIS, the field is populated daily through an automated process once a student is admitted for the first time in BCeSIS. The system looks for students without a PEN and populates the State/Ministry field. If it doesn't populate, that means there is already a record for that student in the system. When the PEN number will not populate because there is already an existing record with that number in BCeSIS, the district will receive an error report. It is very important to review these reports each week and clean up duplicates immediately. The longer the duplicate record remains, the more information will be entered and will need to be printed and manually re-entered when the duplicate record is deleted.

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1. Admitting a Student

Currently when a student enters your school and fills in a form to indicate his/her intention of being an active student in your school, you can create (if new to BCeSIS) or call up (if currently in BCeSIS) a record of that student so you can perform the necessary tasks to place that student within your school. In BCeSIS, claiming ownership of a student record is referred to as admitting the student. The student is not active in the school and will not appear on attendance forms. They will, however, appear on TA class lists if placed into homerooms or courses in the current year.

The Admission process has two main steps.

1. Query the database to determine if the student you wish to admit already has a record in BCeSIS.

2. a) Admit a student new to BCeSIS by entering basic demographic information;

   OR

   b) Admit a student who has an existing record by selecting that record and updating their information as necessary.

The first record entered for a student becomes that student's permanent record and must be maintained so that a complete history for the student is generated.

1.1 Perform a Restrictive Query

Restrictive Query is the name given to the process of searching the Provincial database to determine if the student record already exists. It's **important** to be certain the student you are admitting is not already in the database. If the student is coming to your school from another school in BC, there is a good chance the student already has a record in BCeSIS.

With more and more StrongStart Centres opening and students receiving their PEN at that time, it is **ESSENTIAL** that these procedures be followed for every child regardless of age. Do not assume that the child is not already in BCeSIS.

To protect students, restrictions have been placed on how an admission query can be conducted in BCeSIS. For example, you cannot use the % wild card. Furthermore, you can only query certain fields (legal last name, gender and birth date). It is for these reasons that that the appellation "Restrictive Query" is used.

If at any time the query calls up the student, then select that line and press the *Select* button. If not, then go to the next number in the list.

   1. Enter the student's **LEGAL** last name, gender and birth date. Check your data entry carefully against the **LEGAL** documents from which you are working (i.e., Birth Certificate, Passport, etc). Be careful in your data entry, look for typos in the name, inverted birth dates etc. - these are the most common errors staff make during the registration process.

2. Ask the student/parent if the student was registered under a different name at his her previous school(s). If so, try that name. Be sure to use the same source of legal documentation (variations can occur between legal documents) as was used at the previous school(s).

3. Change the gender and search again.

4. Check to see if the birthday month, day or year has been transposed.

5. Check the admission form to see if the student has a usual last name different from the legal name and try using that (i.e. mother's maiden name).

6. If the student has a compound last name: try variations using a hyphen, using a space, using the hyphen with spaces, or using just one of the two names in the compound.

7. Check spelling variations such as Smith/Smyth Clark/Clarke.

8. If none of these work, contact should be made with the previous school (if any) prior to creating a new record and determine how the record was entered in the previous school. It may be that the previous school has not yet processed that student or has entered the student's data erroneously.

1.1.1 Performing a Restrictive Query

Pathway: Start screen > Admit button

To protect the privacy of students, restrictions have been placed on how an admission query can be conducted in BCeSIS. For example, you cannot use the % wild card and search the entire database. Furthermore, you can only query certain fields (legal last name, gender and birth date). It is for these reasons that that the appellation "Restrictive Query" is used. A Restrictive Query is the first step in admitting a student.

Query with legal last name, gender, and birth date and then press F8.

Also, if your query is unsuccessful…

- Check for a different last name (i.e. mother's maiden name).
- With a compound last name try variations using a hyphen, using a space, using just one of the two names in the compound, etc.
- Check spelling variations such as Smith/Smyth, Clark/Clarke.

Clicking on the More Information button will bring up this screen. Use this info to confirm this student is the one you are querying for.

An improperly input Gender is the most common reason for duplicate PENs. Make sure you query both genders to ensure the student isn't in the system already.

BCeSIS will search 40 days on either side of the birth date in the event this data was input incorrectly. Also consider that a clerk may have transposed month and day.

Click on Enroll New once you are certain that this is a new student to BCeSIS.

Click on the Select button once you have found the student you would like to enroll. If you can't find the student, or the student has not yet been withdrawn from the previous school, contact that school before proceeding.

Steps:
1. Enter the student's legal last name, gender and birth date (DD-MMM-YYYY).
2. Press the F8 key.
3. Continue to query until you are certain the student is/isn't in the system.
4. If the student is in the system, highlight that student and click on the Select button. If the student has never been in BCeSIS before, click on the Enroll New button.

1.2 Enroll New (no record turns up after a restrictive query)

Once you have determined that a record does not exist for the student, you would then proceed to admit the student as a new record. You will be asked on the first admission screen to check what legal documents were used to verify the student information. Please refer to these legal documents to ensure you have the correct information by comparing them to the admission form the parent/guardian completed prior to beginning this process.

Note: Most school users would not have the choice of selecting a different school but if you do, remember to Lock the School if you have access to multiple schools. This will ensure the student is admitted into the correct school.

Procedure

Path: *Start screen>Admit*

1. Perform the restrictive query. Message at bottom of screen reveals ' no records retrieved'

FRM-40301: Query caused no records to be retrieved. Re-enter.

2. Click the **Enroll New** button on the bottom of the Admit screen.

3. Fill in the fields outlined below. The mandatory fields in the Basic Student Demographics screen are bolded (ensure that you do not have your caps lock on, all information is to be entered in upper and lower case).

- Current Centre
- Pupil No—This is a system-generated number and cannot be entered
- Legal Last Name
- Legal First Name
- Usual Last Name—defaults to legal last name but it can be different
- Gender
- Birth Date
- Proof of Age
- Reason (for Admission)
- Date (Admission)—defaults to today's date
- Grade—Select from a drop-down list populated by the centre during centre set-up
- Property Address – important to use Canada Post address conventions (refer to Standards manual for BCeSIS for further information)
- Mailing Address- check the box if same as property address. If the child's mailing address is different from his/her property address, it should be typed in here

There are also non-bolded fields which are mandatory in BC:

- PEN – an Automated process will update PENs for new records every evening. **If this field does not populate by the next business day, this may be a duplicate record!**
- Legal Middle Name – if none, check box
- Postal code
- Previous School (The fields required in this section are dependant on the Admission Reason code chosen in the Admission Information section. Check *Systems Codes>Centre>Admission Codes* for definitions)

Do not use fields for any information other than what they were intended.

4. Save the record.

5. Three separate prompts will display in sequential order;
  i.   Release of Information? The release of information refers back to the school's intake form for each new student. Questions on the intake form may refer to parents allowing student information to be released to the PAC (e.g. hotdog list for fundraising) and other school-based organizations. More detailed release of information selections can be made on the Student Miscellaneous Information screen.

ii. Would you like to create an Attendance Registration record? Yes or No. Only respond with a Yes if the student will begin attending your school immediately. Yes will enable you to begin taking attendance for the student on the date you specify. Respond with a No if the student is being admitted to your school with intentions to attend at a later date.
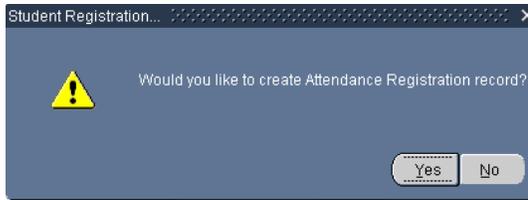
iii. Do you wish to assign siblings? Yes or No. Choosing Yes will take you to the select Child screen where a list of students that share the same last name, phone number and/or property address will be displayed. This activity will link the children and parents records so that if one is updated you will be prompted to automatically update the others.
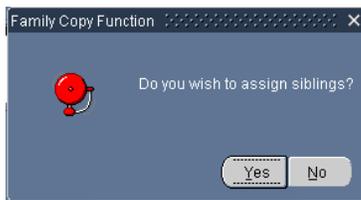
6. Once you save the Student Basic Demographic Screen, you will automatically go to the Student Citizenship Related Information screen.   The data on this screen is also a required part of the admission process. There are four Tabs on this screen.

a) Citizenship
Default country of birth is Canada
Default Citizen of is Canada
Default Citizenship Status is Canadian (required for 1701 funding)

b) Lang/Eth
Default **Language at Home** is English. This field is required for 1701 reporting. If the student has been identified as First Nations, this information will be entered here. If the Aboriginal Ancestry as Status – Living on Reserve, then you must enter the Band of Residency. DIA# is optional.

c) Tuition
This form is not used in BC.

d) LEP
This form may be used to track the students' English proficiency. The Years of ESL field will be populated annually based on a file that we receive from the Ministry. It is important to note that this field is for information only.

> Note that there are some fields that will not be used for BC; *Ethnicity/Race* on the Student Basic screen is one of those. It is important to remember that this is a packaged software product that is also used by other jurisdictions throughout the world. BC does not have control over fields and screens that are generic to the base product.

1.3 Enrolling a Student with an Existing Record

You have performed a Restrictive Query for the student and have found that a record exists in BCeSIS. Choose the student you wish to admit by clicking the **Select** button.

It is possible, that the query would reveal more than one student that matches the search criteria. It is important to ensure that you are selecting the correct record. The **More Information** button will reveal additional information, such as parents' names, to assist with the identification.

The student cannot be admitted to your school until they have been withdrawn from the previous school. If you do not see the Withdrawal date, then the student has not been withdrawn from the previous school. Contact the school and advise them that the student has indicated their intent to attend your school.

As this student already has a permanent record in BCeSIS, most of their demographic information will already have been entered. You only need to update any new information: i.e. address, grade, admission reason and previous school.

1.3.1 Procedure

Path: Start Screen > Admit

1. Perform the restrictive query. The student record appears on the list.

2. Ensure that you have the correct record by selecting the **More Information** button, to view additional identifiable information on the child.

3. When you are sure that you have the correct child record, click the **Select** button on the bottom of the Admit screen.
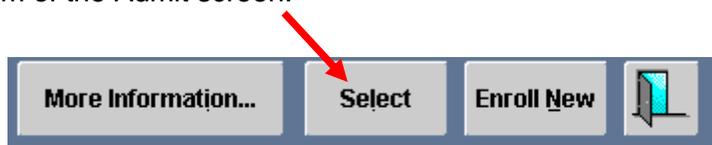
The **Basic Student Demographics** screen will appear in **Admit Mode** (note the blue bar). Note that the student's withdrawal date appears on the top right hand side of the screen in Red highlights.

e) Update the record as necessary. Grade, Address, Telephone number may require updating.

f) Enter the **Reason** under **Admission Information.**

g) Enter the **Previous School / District** Information (required depending on Admission Reason of step 6).

h) Click Save.

i) Three separate prompts will display in sequential order:

Prompt 1: Release of Information? The release of information refers back to the school's intake form for each new student. Questions on the intake form may refer to parent's allowing student information to be released to the PAC (e.g. hotdog list for fundraising) and other school-based organizations.
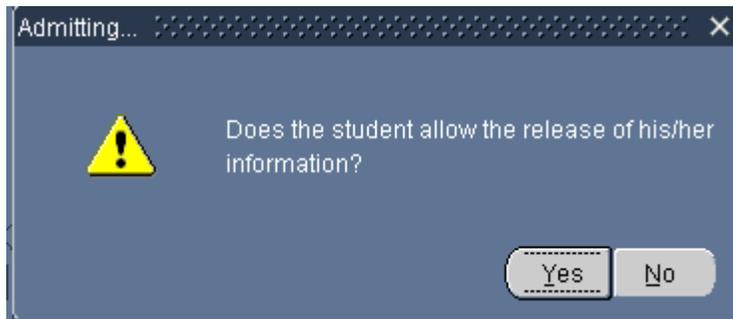
Prompt 2: Would you like to create an Attendance Registration record? Yes or No. Only respond with a Yes if the student will begin attending your school immediately (see section 2.1 below). Yes will enable you to begin taking attendance for the student. Respond with a No if the student is being admitted to your school with intentions to attend at a later date.

Prompt 3: Do you wish to assign siblings? Yes or No. Choosing Yes will take you to the select Child screen where you will be required to perform a restrictive query to select the children siblings. This activity will link the children and parents records so that if one is updated you will be prompted to automatically update the others.
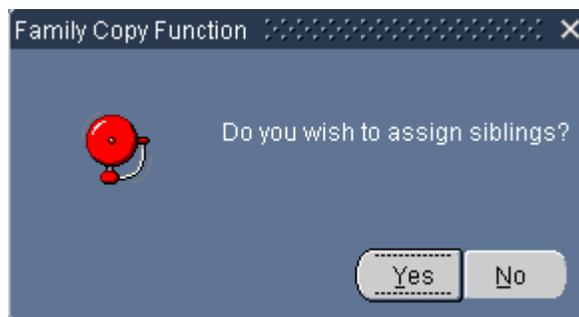
2. Registration

Purpose

You cannot take attendance for a student until the student is verified as participating in a learning program. This is known in BCeSIS as **Registration**.
The Registration date is the first date of attendance.

Registration is vital for reporting purposes to indicate:
- Funding eligibility
- Enrolment counts
- Library and other internal system transfers
- Transcripts
- Permanent student record information

Overview

The school calendar must be set up before a student can be registered. This must be done prior to the start of the new school year. Refer to QRG *New School Year Startup Checklist* for instructions on how to create a school calendar.

There are three ways to register a student in BCeSIS:
1. Single student during admission
2. Single student after admission
3. Mass register a whole school, homeroom or class.

The registration date cannot be prior to the admission date.

2.1 Registering a Single Student <u>During</u> Admission

During the school year, if a new student is being admitted, you might want to register them immediately.

Procedure

Path**:** *Start Screen > Admit*

You have already performed the restrictive query and are in the process of admitting the student as per section 1.3.1 above. You have pressed save. One of the prompts you will receive will ask you if you would like to create an Attendance Registration record.

1. When prompted to create an Attendance Registration record, choose **Yes**.

2. Enter a **Registration Date** if the date is other than today's date. If you do not enter a date the registration date will default to the current date.

3. Click the **Continue** button and continue with the admission of the student.

A green button will display the registration date DD-MMM-YYYY on the student Basic screen.
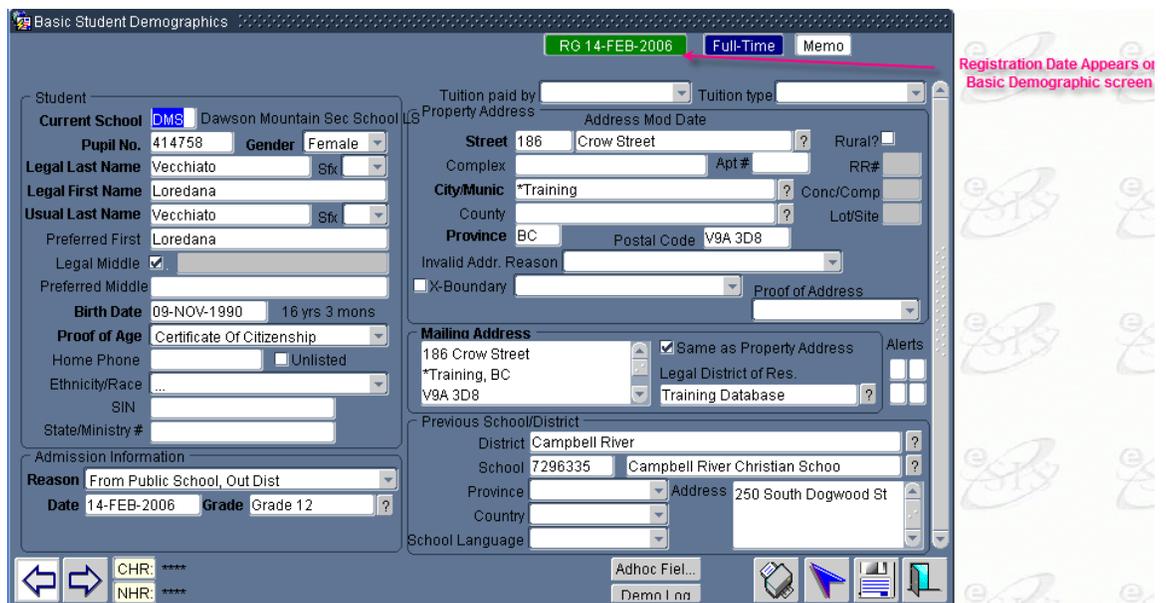
2.2 Registering a Single Student <u>After</u> Admission

If a student has been previously admitted but is not yet registered, you can register them using the Registrations screen.

Pathway: Start screen > Main Menu > Change Student > Register

The Registration screen allows a user to register pre-admitted students, reverse register incorrectly registered students, and to correct the registration date of a student.

The student you had on your Start Screen will populate with their data here. You can query a different student with the F7/F8 keys.

If a student has been previously admitted, but is not yet registered, you can register them by selecting this radio button.

This box autopopulates with today's date. You can change this date as needed. This will always be the first day that the student will be attending class.

This radio button allows the user the option to correct a student's registration date.

You can Reverse Register a student who has been registered in error by selecting this radio button and clicking save.

A message will display here indicating this student's current registration status.

Steps:

Registering a single student after admission:	Reverse register an incorrectly registered student:	Modify a registration date:
1. Select the student to register. 2. Select the **Register** radio button to register the student. 3. Enter a registration date – **this will be the first day that the student will be attending class.** 4. Click the **Save** button.	1. Select your student. 2. Select the Reverse Register radio button. 3. Ensure that the date field is set with the admission date. 4. Click the Save button.	1. Select your student. 2. Select the Modify Registration Date radio button. 3. Set the proper date. 4. Click the Save button.

2.3 Reverse Registration

You can also Reverse Register a student who has been registered in error. This form could also be used to change the registration date for a student.

A teacher may identify students who are "No Shows" in the week or so following the start of school year; those students can be reverse registered and withdrawn from BCeSIS as No Show students.

Procedure

Path*: Main Menu > Change Student > Register*

Navigate to the registration screen and query for the student if he/she doesn't appear at the top of the screen.

The registration date will appear in the field in the middle of the screen.

Select the **Reverse Register** button.

Click **Save**.

You will get a message that reverse registration has been successful.

2.4 Mass Registration

You can Mass Register students by class, by homeroom or for the entire school population.

You can mass register all admitted students prior to or on the first day of school (this can only be done once each year). Mass registration can save a lot of time by registering large numbers of admitted students simultaneously even though students who have not shown up will also be registered. Any students that should not have been registered during the mass registration can be easily deregistered (students who have not physically shown up for classes are best left unregistered).

Registration of homerooms/classes, on the other hand, can be done at any point during the school year. Registration by homeroom would benefit the registration of a group of students transitioning into your school such as kindergarten students.

Procedure

Path*: Attendance > Period or Daily Attendance > Verify Registration > Verify all Students*

1. Navigate to the attendance module by selecting the [icon] icon. This action will take you out of the main esis module.

2. Enter a date in the Default Registration Date field.

3. Select the appropriate radio buttons as described below.

4. If you leave the radio buttons in their default format, you will need to press the tab key to activate the Register button.

5. Press the Register button.

   When the registration is complete, a message will appear indicating the number of records that have been created.

   You can only mass register students once per year. If the procedure has already been performed/attempted for your school, a message will appear saying that mass registration has already happened. Registrations will have to be done on a student by student basis for the remainder of the school year.
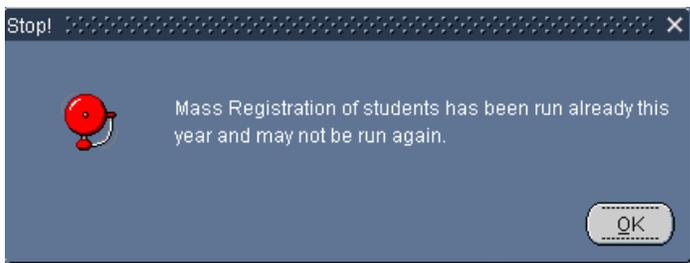
   Each time you register, reverse register, or modify a registration record, a corresponding record is created in the Admit/Withdrawal History.

6. Reverse register any students that should not have been registered. This can be done on the Verify by Homeroom, Verify by Class or Register screens.

2.4.1 Mass Verify

Mass Verify means to mass register students that have been admitted to your school.

This process will register every student in your school, allowing attendance to be recorded for these students. Note: Mass Registration can only be run once a year. It can be run before, on, or after the first day of school. If run after the first day of school, be sure to use the actual first day of school as the Default Registration Date. Any students that should not have been registered during the mass registration can be easily reverse registered (students who have not physically shown up for classes are best left unregistered).

The **Default Registration Date** will be the date used for all registrations unless otherwise indicated by the radio button options selected below.

Note: As illustrated the bottom radio buttons, of each set of two, are the default options. Choose other options based on the information provided.

Future Admission Options:
When this subset of students' current admission date is greater than the default registration date entered, the students' future admission date will be used as the registration date.

Default Registration Date [   ]

Future admission options
- ○ Use admission date as the registration date
- ◉ Do not register these students

Future registration options
- ○ Delete registrations and re-register
- ◉ Use the existing registration

Past registration options
- ○ Delete the registrations and re-register
- ◉ Use the existing registration

Note to Schools using Daily Attendance:

Active students that have not been assigned a homeroom will be registered with the default registration status found on the Grades system table.

Register [door icon]

Delete registrations and re-register:
When this subset of students' current registration date is greater than the default registration date, it will un-register these students and then re-register them with the default registration date.

Delete the registrations and re-register:
When this subset of students' current registration date is less than or equal to the default registration date, it will un-register students and then re-register them with the default registration date.

After entering a Default Registration Date, use the **tab** key or select any of the radio buttons to activate the **Register** button.

3. Withdrawal

Purpose

You may need to withdraw a student for a variety of reasons – the family is moving, the student is transferring or they are a "no show". A No Show is a special situation and will be discussed separately.

Before a student can be admitted in his/her next BCeSIS school, the current school must withdraw the student.

The current school is the school of record and will retain "ownership" of that student record until the next school picks up the record by admitting the student.

Overview

If the student attends your school for even one day, you need to use the withdrawal process and not the no show process.

Once a student is admitted to another school, access to that record from the date of admission to the new school now belongs to the new school.

If your school has withdrawn the student, you can still access information for the time the student was in your school through a historical query.

The withdrawal date must be on or after the registration date.

You still own a withdrawn student until they are picked up by another school.
Once a student is withdrawn from the home school, the history for that student is archived and some reports cannot be run. Therefore, it is important to print any reports before the student is withdrawn. Report cards cannot be run for a student after they have withdrawn.

In BC, districts have a number of choices to make with respect to how No Shows and Withdrawals are processed. Refer to the *District Configuration Checklist* for additional information.

3.1 Withdrawing a Student Currently Registered

Students may withdraw from a school at anytime throughout the school year. The amount of work involved during the withdrawal process will vary depending on the time of year and the activities that the student is involved in.

Process

1. Query for the student in the Start screen.

2. Click the **Withdraw** icon.

3. Enter the withdrawal date. This must be the day after the last full day of school – think of the withdrawal date as the first day that you will NOT be taking attendance for the student.

4. Enter a withdrawal reason code.

5. Review any outstanding items:

- Locker information. Check to clear the locker info.
- Next School. If you know the students next school you may enter it here, otherwise leave it blank.
- Memo. Information entered here will populate the interoffice Memo button and will be available to the student's new school
- Programs. If the student has a current program assignment this button will be active. Click on it to reveal the current program assignments. Enter an end date for the program assignment if this is your district practice (some districts have Programs automatically end-dated upon withdrawal).

6. Select the Withdraw button. You will receive a pop up, warning you to print all required reports. Your district may have decisions in place regarding which reports should be printed when withdrawing students. Examples of which reports to print include the student's report card (if appropriate), an admit/withdraw report (as necessary) and the student's PR card (if the student is moving to a non-BCeSIS school).
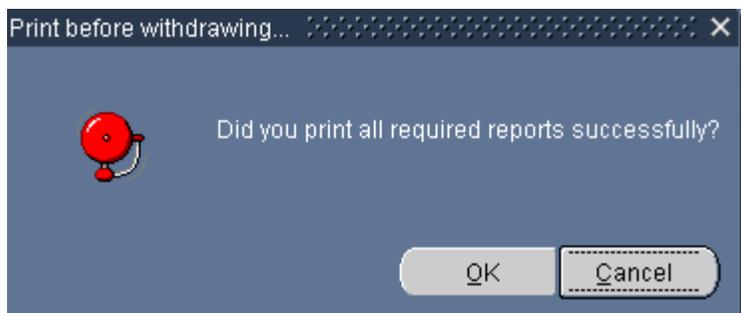
Once a student has been withdrawn from your school and enrolled in another school, you will have to contact the new school if additional information is required.

Other pop ups may open warning you of other conditions regarding this student's records. Select OK to continue or cancel to deal with the issue
You may be prompted to enter final marks, address outstanding fees, team or locker information.

3.2 No Shows (dependent on district company file settings)

Overview

No show means that an admitted student never showed up at your school and never will. In this case, you can 'no show' the student *if the Allow "No Show" option is set to Yes in the company file (district setting). If set to Yes, then students who have been registered at a school but do not show up may be withdrawn as a 'no show'.*

When you No Show a student who has been admitted to BCeSIS previously, ownership of the student record will revert back to the previous school.

When you no show a student with no previous school in BCeSIS, you have the option to delete the student from the database or transfer them to another school.

When a student is withdrawn with a No Show code, the student's previous and current fees go to the Fees Archive table.

No Show may also be processed for Cross-Enrolment.

No Shows can be processed before school starts (admitted student) or after school starts (registered student).

If the student has attendance records (i.e., school started and he/she has been marked absent for three days but has never been present), you will have to first delete all the attendance records.

3.2.1 No Showing a Student (admitted but not registered)

Process

Path*: Start Screen > Withdraw button*

1. Query for the student on the BCeSIS Start window

2. Click the **WDR** button on the toolbar at the top of the screen.

3. Enter the withdrawal reason.

4. Enter the withdrawal date. The withdrawal date should be equal to the admit date. If you don't know the admit date leave this field blank and you will be asked if you want to use the admit date when you click on the No Show button.

5. Click the **No Show** button.

6. You will receive a message about the admission date if the date field has been left blank. Click **OK.** Go to step 7 if the student has NO previous school indicated in their record. Got to step 8 if the student has had a previous school indicated in their record.
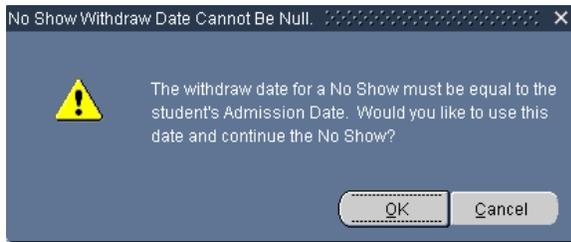
7. If the student has no previous school indicated in their records, they will have the option to delete this student record. Choose to Delete the student or transfer the file to another school. The No Show process will end when you confirm the deletion or transfer.

8. If the student had a previous school on record, the student's admit date will appear in the Date field.

9. You will receive an "Are you sure?" message.

10. Click **OK** to continue.
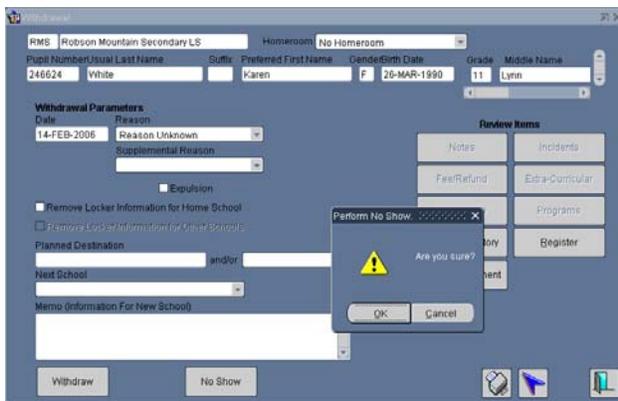
When the no show is done, you will receive the message that the process is complete. This student's record will now revert to being "owned" by the previous school.

3.2.2 No Showing a Registered Student (but attendance has not yet been taken)

After Mass Registration is completed at the beginning of the school year, some students will not show up for a variety of reasons. Teachers will identify students who are 'No Shows' in the days following the start of school. Those students can then be reverse registered and withdrawn from BCeSIS as No Show.

1. Query the student on the BCeSIS start screen.

2. Go to the Registrations screen: *Main Menu > Change Student > Register*

3. The student's original registration date will appear in the Registration Date field. Click on the **Reverse Registration** radio button.

4. Press the save icon. A message will appear under the Registration Date field indicating that the reverse registration has been successful.

5. Click on the door to exit.

6. Back on the start screen for the student, click the Withdraw icon.

7. Enter the withdrawal reason.

8. Enter the withdrawal date. The withdrawal date should be equal to the admit date. If you don't know the admit date leave this field blank and you will be asked if you want to use the admit date when you click on the No Show button.

9. You will receive a message about the admission date if the date field has been left blank. Click **OK.** Go to step 10 if the student has NO previous school indicated in their record. Got to step 11 if the student has had a previous school indicated in their record.
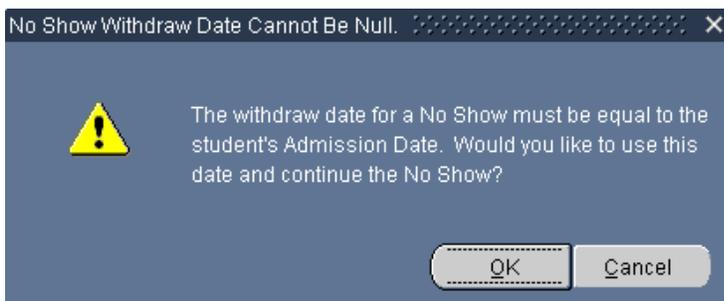
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10. If the student has no previous school indicated in their records, they will have the option to delete this student record. Choose to Delete the student or transfer the file to another school. The No Show process will end when you confirm the deletion or transfer.
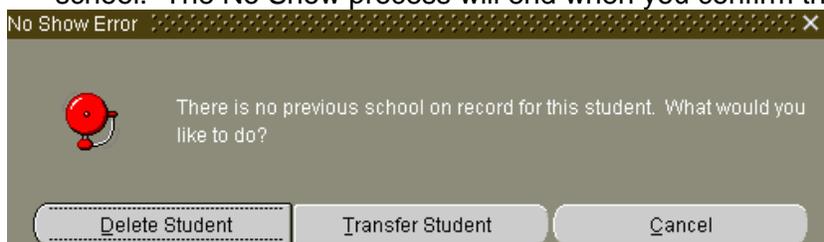
11. If the student had a previous school on record, the student's admit date will appear in the Date field.

12. You will receive an "Are you sure?" message.

13. Click **OK** to continue.
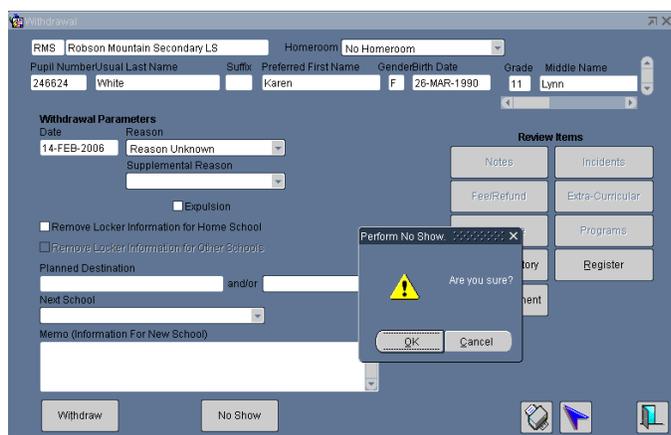
When the no show is done, you will receive the message that the process is complete. This student's record will now revert to being "owned" by the previous school.

3.2.3 No Showing a Student with Attendance Records

If the student has attendance records (i.e., school started and he/she has been marked absent for three days but has never been present), you will have to first delete all the attendance records.

1. Query for the student on the start screen.

2. Go to Common View > Student Absences. The absences for the student will list in the details area.

3. For each absence click the modify button and on the next screen click the DEL button.

4. Save after each deletion and return to the Student Absences screen to delete the next until all have been deleted.

5. Exit from the screen.

6. Go to the Registrations screen: *Main Menu > Change Student > Register*

7. The student's original registration date will appear in the Registration Date field. Click on the **Reverse Registration** radio button.

8. Press the save icon. A message will appear under the Registration Date field indicating that the reverse registration has been successful.
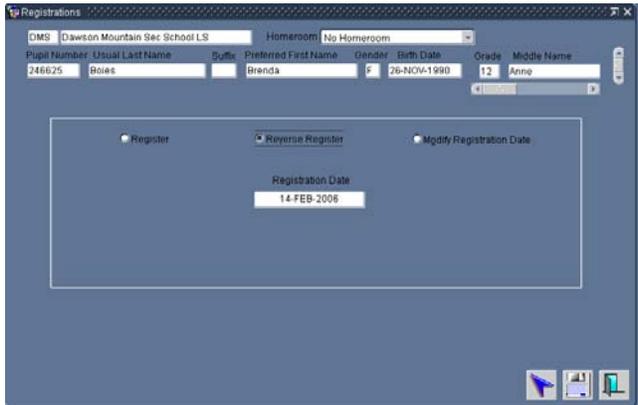
9. Click on the door to exit.

10. Back on the start screen for the student, click the Withdraw icon.

11. Enter the withdrawal reason.

12. Enter the withdrawal date. The withdrawal date should be equal to the admit date. If you don't know the admit date leave this field blank and you will be asked if you want to use the admit date when you click on the No Show button.

13. You will receive a message about the admission date if the date field has been left blank. Click **OK.** Go to step 14 if the student has NO previous school indicated in their record. Got to step 15 if the student has had a previous school indicated in their record.
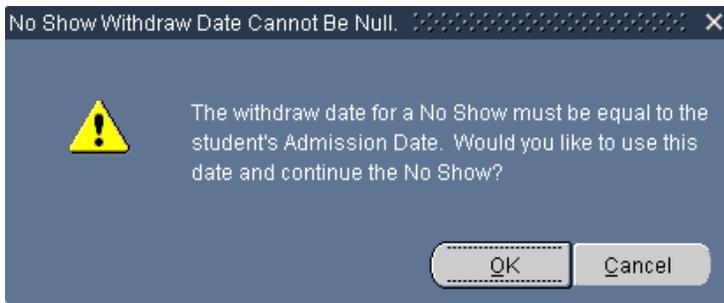
14. If the student has no previous school indicated in their records, they will have the option to delete this student record. Choose to Delete the student or transfer the file to another school. The No Show process will end when you confirm the deletion or transfer.
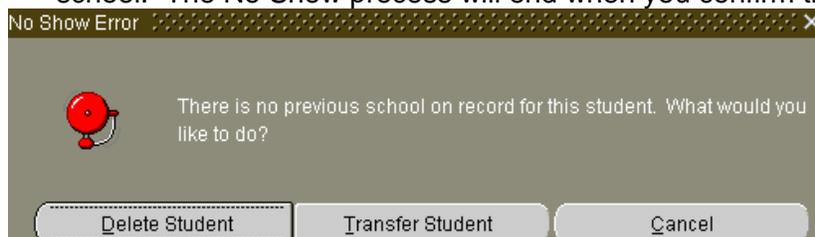
15. If the student had a previous school on record, the student's admit date will appear in the Date field.

16. You will receive an "Are you sure?" message.

17. Click **OK** to continue.
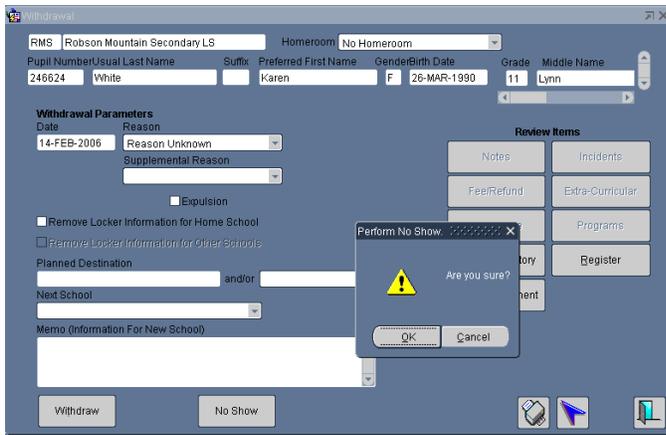
When the no show is done, you will receive the message that the process is complete. This student's record will now revert to being "owned" by the previous school.

3.3 Viewing Historical Records for Withdrawn Students

On occasion you may need to review the records of a student that was previously registered at your school. The Prior Student query allows for that situation. The info presented is for is viewing only. Changes cannot be made to any of these records, except by the home school.

You can view the credit details, attendance summary, special education designations, incidents and testing records.

Process

Path: *Start Screen > Main Menu > Queries > Prior Students*

Click on the button for the info that you wish to view.

4. Cross Enrollment

Cross-enrolment is typically used to give a student access to programs or courses that are not available in their home school but are delivered in other schools throughout the province.

Students may be cross-enrolled in more than one school.

Students may only ever have one home school.

Students may request to have their home school transferred.

The home school is responsible for processing the cross-enrolment.

The cross enrolled school can:

- Schedule courses in their school for the student
- Enter marks for those courses that the student is taking in their school.
- Can enter attendance for the student.
- View demographic data but not change it.
- Enter discipline items for the time the student is in their school
- Accept or reject a request to withdraw the student or to become the student's home school.

When both schools are on BCeSIS, ensure that the student is cross enrolled to one of the schools, not enrolled in both as this creates duplicate records and PEN errors.

At the new (cross-enrolled) school, the student appears on the school roster in blue.

Process

Path*: Main Menu > Cross-Enrolment > Cross-Enrolment Student*

1. From the Cross-Enrolment Student screen, query the student you wish to cross-enroll.

2. Click the **Add** button to begin the process.

3. Enter the required fields
- **Cross-enrolled Schools:**
- **Adm Date: DD-MMM-YYYY**
- **Enrolled Reason:**

4. Select Save to save your changes and complete the cross-enrolment.

4.1 Withdrawing a Cross-Enrolled Student

If the program or course is completed or dropped by the student at the cross enrolled school they can withdraw the student from their school.
If the student does not show up at the school into which they have been cross-enrolled, that school will be able to record that action as a No Show.
If the home school wants to withdraw the student from the cross-enrolled school, they must first get permission from the cross-enrolled student and contact the cross-enrolled school to have them withdraw the student from their school

Process

The school where the student is cross-enrolled withdraws the student from their school.

Path*: Main Menu > Cross-Enrolment > Cross-Enrolment Student*

1. From the Cross-enrolment Student screen, query the student you wish to withdraw**.**

2. Highlight the line containing the cross-enrolled school from which you wish to withdraw.

3. Select the **Withdraw button** to begin the process.
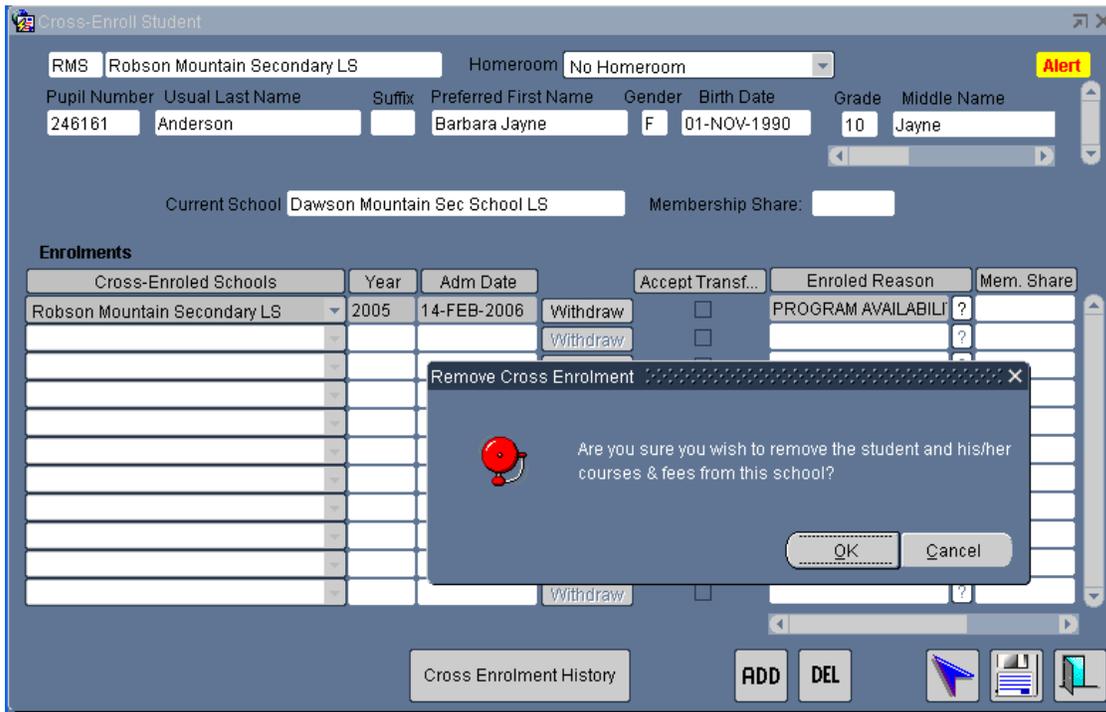
4. Delete Cross Enrollment screen is presented.

5. Select the Cross-enrolment Withdrawal Reason

6. Enter the cross enroll withdrawal date.

7. Select **Save**.
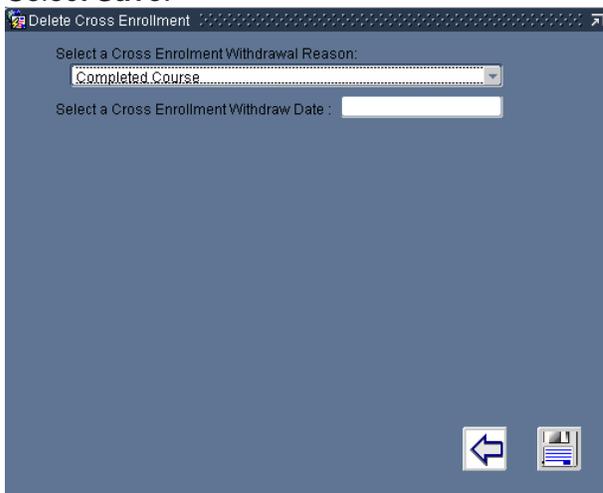
5. Introduction

There are a variety of ways to move a student between schools in BCeSIS. The recommended way to handle student movement, whenever possible, is the straightforward, well-documented withdrawal of the student from one school and the subsequent admission to another. However, there are times when this method does not fulfill the needs of a school.

Home School Transfer
Home School Transfer involves flipping a cross enrolled school's status with that of the student's home school, also maintaining cross enrolled courses at other schools. The student remains enrolled in all courses in the home school and all attendance data is preserved.

Cross Enrollment Transfer
A Cross Enrollment Transfer involves transferring a student's school of record from their home school to a cross enrolled school. Unlike Home School Transfer, the student completely exits their previous home school. Only courses in credit details transfer.

No Show Transfer
When a student is newly admitted into BCeSIS and they do not show up for classes at their pre-admitted school, they can be transferred to the school the student will actually be attending.

Transfer Type	Best Suited When:	Home School Courses Maintained	Cross Enrollment Courses Maintained	What Happens to the Record?	Final Marks Must be Entered	Application Requires Permission from Receiving School?
Home School Transfer	A receiving school needs access to the student's records before the sending school is prepared to completely withdraw the student.	Yes	Yes	Exchanges status with a cross enrolled school. The cross-enrolled school becomes the home school, and visa versa.	No	Yes
Cross Enrollment Transfer	A student is continuing to take courses at the cross enrolled school, but is exiting their home school.	No	Yes	The cross-enrolled school becomes the home school.	Yes	Yes
No Show Transfer	At the beginning of the school year, a student shows up at a different school than the one they were first admitted to.	N/A	N/A	The record is transferred to the new school.	N/A	No
Pre-transition (not discussed in this doc)	The receiving school is expecting the student. This is a type of transfer but for NEXT YEAR.	N/A	Cross enrollment links are broken at YET, unless courses are scheduled in the cross-enrolled school before YET.	The student becomes cross-enrolled to the receiving school as long as they are on the sending school's pre-transition list.	N/A	No

5.1 Home School Transfer

The Home School Transfer allows two schools to swap status between "Cross enrolled" and "Home school" while maintaining any cross enrolled courses to a third school. It also allows an incoming student to be updated and scheduled by the receiving school while still allowing the sending school to finalize any outstanding records (i.e., attendance, marks, etc.).

Step 1
Secondary School X must first cross enroll the student to Secondary Y. To do this, Secondary X queries the student and then follows this path: Main Menu > Cross Enrolment > Cross Enroll Student.

a) On the Cross-Enroll Student screen (STU185), click on the ADD button.

b) Choose the destination school from the list of values.

c) Enter a Year, Admit Date, and Enrolled Reason.

d) Click on the save icon.

Step 2

Secondary X would now contact Secondary Y and inform them that the student in question is ready to transfer; Secondary Y would have to accept the transfer…

    a)   Secondary Y queries the student.

    b)   Following the path Main Menu > Cross Enrollment > Accept Transfer (STU183), tick the box to accept the transfer.

    c)   Click on the save icon.

Step 3

Now the student can be transferred to the receiving school, in this case, Secondary Y using the Home School Transfer screen (STU182). At this point, the sending school (Secondary X) can do a Home School Transfer. This will place Secondary Y as the home school and Secondary X as the cross-enrolled school.

    a)   Go to Main Menu > Cross Enrollment > Home School Transfer

    b)   Fill in all the fields as appropriate. Please note that the dates default to the next business day.

    c)   Click on the save icon.

On the specified date, this student's home school will be Secondary Y. She will remain cross enrolled to her old school, Secondary X, until such a time as she is withdrawn through the Cross-enroll Student screen. Note: A cross enrollment link with School Z remains intact including all marks and attendance.

5.2 Cross Enroll Transfer

This type of transfer handles situations where students will be exiting their current home school and wanting to have the cross enrolled school become their new home school. This type of transfer is for students moving from one active BCeSIS school to another anywhere in the province.

Example:

A student's current home school is Secondary X. She is taking several courses Secondary Y, a school to which she is cross enrolled to. The schools have communicated to each other regarding this student's transferring her home school to Secondary Y as she has completed all her courses at Secondary X.

Follow these steps to transfer a student to a cross-enrolled school.

Step 1

At the Cross Enrolled School:

a) The cross-enrolled school **must** accept the transfer **before** the home school can withdraw/ transfer by querying for the student on the BCeSIS start screen and going to *Main Menu > Cross Enrollment > Accept Transfer* and completing the screen as shown below.

b) Go to *Main Menu > Cross Enrollment > Approve Withdrawal* of Student to allow the student to be withdrawn as a cross enrollment student.

Step 2

At the Home School:

a) Query for the Student to be transferred and click the WDR button.

b) Type in the withdrawal date and the select the appropriate withdrawal reason, click the Withdraw button.

c) The screen below will appear, complete as appropriate.
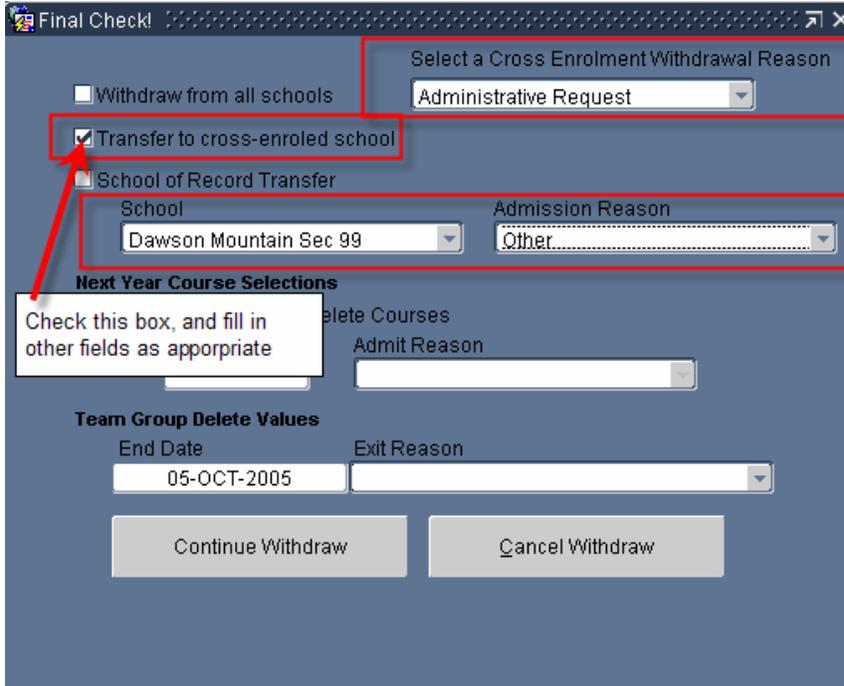
Step 3

The cross enrolled school (now the home school) must register the student by going to *Main Menu > Change Student > Register* and entering a modified registration date. Courses in progress and attendance data all stay intact through this process.

5.3 No Show Transfer

When a student new to BCeSIS is admitted to your school, but shows up at another school, you can conduct a No Show Transfer. The key point is that you know which school the No Show student is attending, otherwise this student's record will need to be deleted.

Example:

A student was admitted to your school, School X, in August. On the first day of school, you get a phone call from School Y. They inform you that they have done a restrictive query on this student and found that she already has a record in BCeSIS and is admitted to your school. As this student has never attended your school, best practice is to No Show her. However, because you created her record and because she is a No Show, you will have two options: to transfer her record to the school she will actually be attending or to delete her record. Deleting her record would be the best option if you didn't know what had become of this new student. Because you know, though, you can carry on with the No Show Transfer to School Y.

Step 1

Query for the student on the Start screen using the standard query techniques.

Step 2

Click the **Withdraw** button on the Start screen to open the Withdrawal screen. Enter a withdrawal date of the current date and select the appropriate withdrawal reason.

Step 3

Click the **No Show** button and click **OK** to the question "Are you sure?"
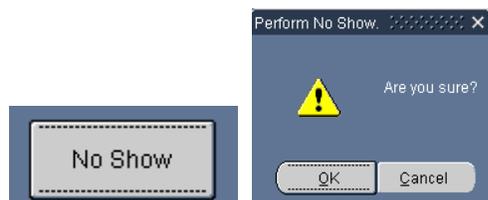
Step 4

Select the option of **Transfer the Student** on the next screen for those students going to another BCeSIS school.
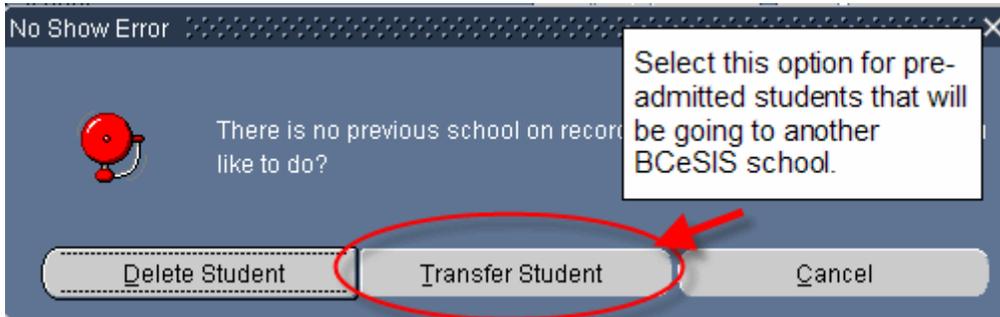
Step 5

Select the school that the student will be transferred to. Enter an admission date and reason before clicking the Ok button.
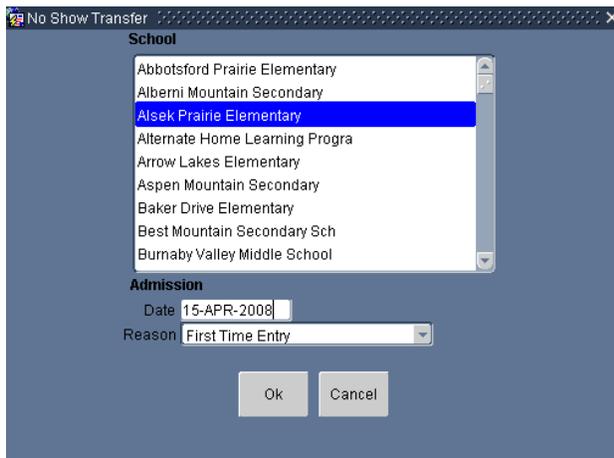
Step 6

You will get a message saying the Student has successfully transferred. This student record is now available at the transferred school and can be reported against. You can now contact Alsek Elementary and inform them that the transfer is complete!

6. Demographics

The following sets of screens are all part of the demographic loop. Some of the screens are of a more critical nature than others (i.e. Emergency Contacts vs Lockers), some are essential for funding purposes (i.e. Student Citizenship Related Information1), and some are essential to student attendance at your school (i.e. Student Course Selections). Many of the screens will require your attention at your earliest convenience after registration.

6.1 Basic Student Demographics

Pathway: Start screen > Basic button

This is the first page of the Demographic Loop. The data on this page is required when admitting a new student into BCeSIS.

This advisory button indicates the date that the student was registered (either during the Admission Process or when attendance is first taken for the student.) The Registration Date may be different from the admit date.

BCeSIS will automatically generate a new pupil number for a newly admitted student.

Incorrectly set Gender can cause duplicate PEN's. Please ensure that the Gender is properly set.

Check this box if the student has no middle name.

All bold fields plus postal code, middle name and previous school are required before you can save.

PEN's are automatically populated everyday for newly admitted students. If it doesn't populate, that means there is already a record for that student in the system.

Follow the Canada Post conventions when entering address info.

When this box is ticked, it will cause the property address to copy in the Mailing Address area.

This area is left to the discretion of the school to create their own codes and meanings.

Previous School is required data. Choose a district and school by clicking on the ? buttons.

CHR means current homeroom and NHR means next homeroom. This screen is one of several places you can set a student's homeroom.

Clicking on the Demo Log button brings up a screen that displays all changes made to the data on this screen (including who made them and when).

6.2 Student Citizenship Related Information1

Pathway: start screen > common view > Student Citizenship Related Information 1

The Immigration screen is where all pertinent information on country of birth, language, English proficiency etc. is input and stored.

Clicking on this tab displays a table where data can be input with regards to Language and Aboriginal Ancestry.

The **Language spoken at Home** field is required for ESL funding.

A student of aboriginal ancestry, for the purpose of the Ministry funding policy, is defined as a school-age student who has self-identified as being of **aboriginal ancestry** (First Nations, status and non status, Métis, and Inuit). Aboriginal identification must be made on a voluntary basis.

Districts need a clear policy on the collection of any other information on this screen and the reasons as to why they are collecting it, e.g., is it necessary for the operation of a program?

Click on this arrow to move to the next screen.

Immigration Status information is required for 1701 to indicate the type of **funding** if a student is other than a citizen born in Canada.

Steps:
1. Enter the student's citizenship status if other than a Canadian Citizen. Canadian Citizen is the default citizenship status.
2. Click on the Lang./Eth tab. Indicate the student's Language spoken at home.
3. If a parent or student has identified the student as having aboriginal ancestry, indicate it on this screen as well.
4. If the student is "Status – On Reserve" then you will be required to indicate which reserve the student lives on (for funding purposes).

6.3 Student Miscellaneous Information 1 – *Permissions Tab*

Pathway: Start Screen > Common View > Student Miscellaneous Information 1

The Student Miscellaneous Information 1 screen contains four tabs. The information that can be entered on this screen relate to permissions, records, family courier, and locker numbers.

The Request for Records Information block tracks a request for records from a student's new school, when it was requested and who might request it.

At the time of admission to the school, a parent/guardian would normally sign a form permitting the collection and sharing of information required by the school to support that student's education.

You can input permission information here to track some of the permission choices a parent/guardian made for this student.

Should Information be released?
This box will automatically be checked if you answered "yes" to the release of information question when the student was admitted. If this box is checked, the Restriction Type can be selected from the drop-down list.

6.4 Student Miscellaneous Information 1 – *Miscellaneous Tab*

Pathway: Start Screen > Common View > Student Miscellaneous Information1

Optionally input any other number (and suffix if appropriate) attached to a student's record.

Family Courier—Checkbox is automatically checked to indicate that this student is responsible for home mailings. Uncheck if another sibling is to be the courier. **Note:** Districts can choose whether or not to have this check box visible on this screen by selecting Yes or No in the Use Family Courier option on the Student Demo tab of the Company File.

Old Pupil No.—If there was a previous pupil number (prior to the BCeSIS generated pupil number) that needs to be tracked, you can enter it here.

A social insurance number is a very important personal piece of information that is completely unnecessary for a school to have and therefore should not be stored in a student's records as this contravenes FOIPPA.

Select what to do with the student if the school is closed for an emergency.

6.5 Student Miscellaneous Information 1 – *Locker Tab*

Pathway: Start screen > Common view > Student Miscellaneous Information 1 – *Locker tab*

The Main Student Locker block of information is the student's locker at their Home School, while the Other Student Lockers could be at a cross-enrolled school or a second locker at the home school.

Lockers All lockers that have been set up in your school's Master Lockers under *School>School Information> Lockers>Master Lockers* and have **not** yet been assigned to a student will appear. In addition, the capacity (how many students can use the locker) is displayed.

Locker # - If you have already run Locker Mass Assignment or an individual locker allocation has been made on the Student Locker List then a locker number will automatically populate this field. If the student does not have a locker allocated, then a locker number can be entered into this field, but it is recommended that the Locker button is used in order to view available lockers only.

Lock Combo — Auto-populates after a locker selection has been made if the lock combination has been entered in the Master Lock Table.

Locker Serial #— Auto-populates after a locker selection has been made if the lock serial number has been entered in the Master Lock Table.

Other Student Lockers could be at a cross-enrolled school or a second locker at the home school. Locker data entered here posts to the Student Locker List under *School > School Information>Lockers>Student Locker List*.

6.6 Parent Information

Pathway: Start Screen > Common View > Family > Parents

The Parent Information screen houses all pertinent parental/guardian information available and relevant for each student. Information may include details on a student's legal parents, step-parents, legal guardians, those who may have court access to the student and any individuals who are to receive additional mailings from the school or district.

If custody is set to both parents, you must enter the data for both parents. To add the new parent or guardian information, click on ADD and enter the information on that person.

Checking a parent as an emergency contact displays the parent on the Emergency Contact screen. This parent will also then display in TA when you click the Basic Demographics button and select the Parents / Emergency C... tab.

If you have information entered in the blue Enter Memo area, a message will appear stating this fact on the Yellow Alert window.

Once you enter Memo information, a memo with info you have entered will instantly popup whenever you visit the Parent screen. This is very useful for custody alerts.

You can also load a photo of the parent into the system. It will show up next to a photo of the student.

Steps: To add a parent, click on the ADD button. To delete a parent, click on the DEL button. Enter other information as available.

6.7 Student Siblings

Pathway: Start Screen > Common View > Family > Siblings

This screen stores all identified siblings of the currently selected student. Clicking on the ADD button allows you to do a Restrictive Query for a sibling and then to associate that sibling with this student.

Making a sibling association will cause any change in parent information for one sibling to prompt for an update to the relevant portions of the sibling's record!!!

Please Note!
Under the System Setup Utilities screen there is an option/button to Mass Create Siblings. This screen allows districts to generate sibling relationships for a specific school or the entire district, based on either home phone number or home address.
Path: *Administration>System Set-up Utilities*

This Pop up window appears when you click on the ADD button.

When searching for a sibling, users must enter the sibling's legal last name, birth date and gender i.e. the user must know who they are searching for.

When doing a query, the program searches all students in your district.

Steps:
1. Click on the ADD button.
2. Complete a Restrictive Query using the sibling's last name, birth date and gender.
3. Select the sibling and then select the sibling relationship.
4. Press the save icon.

6.8 Emergency Contacts

Pathway: Start screen > Common view > Emergency Contacts

BCeSIS considers Emergency Contacts as "who the school should call in the event of any incident or emergency". It does **not** look at Emergency Contacts as "who to call when you can't reach the parents/guardians" as some districts understand this concept. That is why this screen stores information about parents or guardians taken from the Parent Information screen (if the "Emergency Contacts" box was checked on the Parent Information screen) as well as other emergency contacts.

The information entered on the Basic Student Demographics window populates the top section of the Emergency Contacts window and can be queried.

Call sequence—Use this field to set up a call sequence, setting up the order in which a person is to be contacted in case of an emergency (all contacts default to a call sequence of 1).

Records are sorted first by call sequence number, then by relationship (parents/guardians first) and then by alphabetical order.

BCeSIS does **not** require any contact information (i.e. phone number) beyond the contact's name before it will save.

Relationship — This drop-down list allows you to add the relationship of the emergency contact. If "parent" is selected, the blue Parent button will automatically be activated.

If the **Auto-Generate Emergency Contacts** option has been set to yes under the *Company File>Student Demo* tab, and the parent has been checked as an emergency contact on the Parent Information screen, the parent will automatically have a call sequence of 1.

Click on the ADD button to add a new contact.

Steps:
1. Click on the ADD/DEL button to manage emergency contacts.
2. Change the call sequence as necessary.

* A read only screen with a summary of all Parents and emergency contact information is available through the start screen > commonview > Parents/Emergency Contacts.

6.9 Medical/Health Information

Pathway: Start screen > Common view > Medical/Health Information

You can raise alerts for a student if they have a medical condition. Please note that if updating of health information is done by the school nurse, then you need to check on the district policy regarding third party access to BCeSIS and make sure the appropriate controls are in place.

The information entered on the Basic Student Demographics window populates the top section of the Emergency Contacts window and can be queried.

Enter Medical Information here as necessary.

Last Physical Exam information can be linked to team and groups.

PRN – this means Per Request as Necessary, i.e. give medication as necessary.

If an allergy or health conditions is tagged as life threatening (i.e. "Yes" is indicated) then the Medical button on the Start screen will turn red.
The information put into this field will cause a Yellow Alert button to display if one isn't already displayed. Clicking on the Yellow Alert button will display the text you entered in this field. You must re-query this student for the Alert to properly refresh.

There is space for only 250 characters in this box, so you need to keep the information here concise.

Information added to this box will not signal any alerts in BCeSIS.

Steps: Enter health and medical information as necessary.

6.10 Transportation

Pathway: Start screen > Common view > Transportation

Transportation window is divided into two sections: Transportation and Student Vehicles. **Transportation** is used to view and add information about bus transportation required for the student. **Student Vehicles** is used to record parking and vehicle information.

Transportation is used to view and add information about bus transportation required for the student.

Scrolling to the right, you can indicate which days the student will be taking this particular route/stop type.

Student Vehicles is used to record parking and vehicle information.

Memo information can be input here such as authorized pick up people.

Special accommodations for this student (lift, restraint and/or monitor) are indicated here.

Clicking on this button allows you to indicate other special accommodations needed by this student.

An active vertical scroll bar indicates more than two entries.

Steps: Enter transportation data as necessary. **Click** on the [ADD] to enter additional Transportation information (if more than two entries are necessary) around buses, drop off points, etc., as required.

6.11 Transportation – Alternate Addresses

Pathway: Start screen > Common view > Transportation > ⇨

This screen is meant to be used in conjunction with the Student Transportation/Vehicles screen. It is usually used to identify and provide more detailed information of pick-up and drop-off addresses and associated contact information.

This information could also be indicated in the Student Transportation/Vehicles bus route windows, but this screen allows you to enter more information.

This screen is useful for keeping track of changes in a student's usual bus route, e.g., when a student takes the same bus to and from home each day except Wednesday.

Each alternate address can be matched with a contact person and a phone number, if available.

Clicking on the ADD button allows you to add additional Alternate Addresses.

Steps: Enter transportation data as necessary. **Click** on the ADD to enter additional Transportation information (if more than two entries are necessary) around buses, drop off points, etc., as required.

6.12 Homeroom/Staff Assignments

Pathway: Start Screen > Common View > Homeroom/Staff Assignments

This screen is used primarily to enter or update counselor, mentor, case worker and homeroom assignments for a student. It can also be used to view courses and Special Education information. The Student Break-out Activities screen can also be accessed through this screen.

A student's homeroom should be assigned before making staff assignments on this screen. The student homeroom is displayed at the top of many of the screens in the Demographic Loop.

Homeroom teachers for current semesters are displayed in yellow.

Special Education data displays (read only) if the Show SPED Requirements Section on HR and Staff Assignments option under *Company File>SPED* has been set to yes.

Click on the ? for a drop-down list of counselors / mentors.

Courses selected for current and next year can be viewed (not updated) from this screen.

You can track student movement by clicking on the Student Break-out Activities button. From the Student Break-out Activities screen that pops up, you can indicate which course /activity this student is going to, the room they will be in, and how long they will be doing this break-out activity.

Steps: Select the Counselor, Mentor, Case Manager as necessary. Homeroom assignments can be added here or on several other screens such as the Basic screen, or under school > school information and select any of the following: Home Room List, Homeroom Assignment, or Mass Assignment > Mass Home Room Assignments.

6.13 Student Fees/Assistance

Pathway: start screen > Fees and Assistance

This form is used to facilitate the administration of all fees for a student. Assignments can be made here or through other functions such as Teams, Courses or Mass Assignment.

Fees are items charged by the school/district. View and record any fees for the Current, Previous and Next school years that a selected student must pay. Fees can be kept active on a withdrawn student's record. Payments and refunds can be made as long as another school has not picked up the student.

Toggling the Assistance radio button displays a list of all types of assistance that a student has received for the current year. Data entered on this screen DOES NOT trigger any payments to the student.

Clicking on this button displays a form that is used to enter payment information for fees. Select the fee to be paid from the main canvas and choose the Payments button.

Clicking on this button displays a form that is used to identify how to transfer excess payment to a different fee.

BLUE fields = student is no longer enrolled in course but still has payment towards it.
RED fields = outstanding balance.

Clicking on the Memo button allows you to enter a text description regarding fees. Text entered here displays above the itemized list of fees on the receipt.

This read-only form shows a history of all past fees and assistance that the student has received while in your District (Board). History is updated every year through the Year-End Transition process or when the student is withdrawn

Clicking on this button displays a form with a list of all standard fees and is used to quickly apply fees or refund fees for a student especially when multiple fees need to be assigned or refunded.