
BCeSIS

British Columbia enterprise Student Information System

Handbook

Pre-Transition

Reference Guide

v 1.0

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Table of Contents

<u>Introduction</u>	4
<u>Elementary School</u>	5
<u>Secondary School</u>	9
<u>Pre Transition List</u>	12

Introduction

When all the next year setup steps are completed the Do Pre-transition process can start.

The Do Pre-Transition process is completed twice, once for students moving to the next grade and again to move students to the next school.

Pre-transition is the process of assigning students to the grade and school they will be attending the following year.

Pre-transition must be completed prior to running the Master Timetable Builder.

The Master Timetable Builder must be completed prior to YET.

All schools in the district must perform pre-transition. These tasks are completed by most jurisdictions at some point between January and May of the school year.

Pre-Transition of Students

This functionality affects groups of students in different ways:

Students remaining in the school will have their Next Grade set.

Students transitioning to a new school for next year will have both their Next Grade and Next School set. In this case, Cross Enrollment records are automatically created for the transitioning students. This cross enrollment record gives the 'receiving' school the ability to enter course selections for next year.

Do Pre-Transition

When the school first enters the Do Pre Transition window, Defaults will display if the Next School has been set in School Details.

Elementary and Middle Schools

- Set the Next School field to your school- most students will be returning.
- The Admission Date field may automatically populate based on the school schedule for next year. If not, manually enter the date (usually the first day of school for next year).

Do Pre-Transition

CHP CHILKAT PRAIRIE ELEMENTARY

Defaults

Next School Chilkat Prairie Elementary

Adm. Date 06-SEP-2006

Adm. Code

Withdraw Code

Run Options

All Students

By Grade

By Homeroom

Ignore next year options when determining next school placement

Over-write next grade/school and set retention reason to NULL.

Apply

Select All Students

Select Apply

Set the Next School field to your school

Select appropriate Admission Code

- Select the appropriate Admission Code (Re Entry No Interruption). In this case, where students are remaining at the same school, the Admission code will not affect enrolment records but is a required entry for this process.
- No Withdraw code is required
- The first time **Do Pre-Transition** is processed, run it for all the students in your school by selecting the All Students radio button.
- Select the Apply button.

- The second time **Do Pre-Transition** is processed, run it for the transitioning grade. In this example, grade 7 students will be leaving the current school. Select the By Grade radio button and the appropriate grade from the drop-down list that appears (grade 7)
- Set the Next School default to the school where the majority of the transitioning students will attend.
- The Admission Date may automatically populate based on the School Schedule for the Next School. If it does not populate, you must enter an Admission Date
- Select the appropriate Admission Code (required) and Withdraw Code from the drop down menus

CHP CHILKAT PRAIRIE ELEMENTARY

Defaults

Next School: Dawson Mountain Sec School

Adm. Date: 06-SEP-2006

Adm. Code: Re-entry, No Interruption

Withdraw Code:

Run Options

All Students

By Grade: 07

By Homeroom

Ignore next year options when determining next school placement

Over-write next grade/school and set retention reason to NULL

Apply

Set Next School to where most students will transfer

Select By Grade and appropriate grade

Select Overwrite next grade/school

Select Apply

- Select the Over-Write next grade/school radio button so that the previous information in these fields will be updated.
- Select the Apply button. Window pops up – click Yes. A temporary Cross Enrollment record will be created for the students being transitioned to a different school.
- For students leaving the school the YET process may use the Admission Date and Admission Code used here.

Pre-Transition Report

School: Name: School Year: 2005/2006



Report Title:

Sort by:

Students Remaining
 Students Leaving
 Students Coming
 Students Active

Grade:

Run in Background?

Select Grade 7 and Students Leaving

- Select Print Icon to view the Pre Transition report for Grade 7 Students Leaving

STU590R	4.0.08	Training Database				Page:	1		
Pre-Transition Report			Students Leaving		Run Date: 29 Jan 2007 10:20 AM				
-----NEXT YEAR INFORMATION-----									
Student Name	Grade	Home Room	Pupil No.	Next Hrm 1	Next Hrm 2	Expected Grade	Next Grade	Next School	Transition Withdraw Code
Dawson, Beth	07	1008	244868	<input type="text" value="1008"/>	<input type="text"/>	08	08	<input type="text" value="DMS"/>	<input type="text" value="1"/>
Paton, Dusanka	07	1008	244716	<input type="text" value="1008"/>	<input type="text"/>	08	08	<input type="text" value="DMS"/>	<input type="text" value="1"/>
Total Students : 2									
* End of report *									

In the example displayed above, Chilkat Prairie Elementary School is transitioning their Grade 7 students to Dawson Mountain Secondary School for the start of the next school year. Once applied, Chilkat Prairie may access the Pre-transition List screen and alter the Next School set for students transitioning to schools different from the one set as the default.

- There is no need for Chilkat Prairie Elementary to run this process again unless they have a large number of new admissions.
- All changes to 'Next School' should be made on the Pre-transition List screen.

Student Pre-Transition List

CHP CHILKAT PRAIRIE ELEMENTARY

Students Remaining
 Students Leaving
 Students Coming
 Students Active

<----- CURRENT YEAR INFORMATION -----> <----- NEXT YEAR INFORMATION ----->

Student Name	Pupil No.	Hrsm 1	Hrsm 2	Gr.	Sch.	Nx Gr	Nx Sch.	Nx Hrsm 1	Nx Hrsm 2
Voisin, Twila	244399	1001	***	KH	CHP			1001	
Perry, Quinton	246548	1001	***	KH	CHP	01	1972	1001	
Dawson, Beth	244868	1008	***	07	CHP	08	2039	1008	
Paton, Dusanka	244716	1008	***	07	CHP	08	2039	1008	
Ruta, Anton	245722	1007	***	06	CHP			1007	
Stiles, Chrissy	245705	1007	***	06	CHP			1007	
Rosengren, Sukhbinder	245701	1007	***	06	CHP			1007	
Rothern, Derry	245677	1007	***	06	CHP			1007	
Chapman, Bob	245676	1007	***	06	CHP			1007	
Eckert, Elaine	244873	1007	***	06	CHP			1007	
Ferguson, Madelaine	245666	1007	***	06	CHP			1007	
Billingham, Sharron	245662	1007	***	06	CHP			1007	
Valliere, Insha	245661	1007	***	06	CHP			1007	
Panni, Slobhan	245660	1007	***	06	CHP			1007	

Enter the default admission date & reason for students that will transition to a new school

Default Admission Date: 06-SEP-2006

Default Admission Code: _____

Grade 7 students have been transitioned to Dawson Mountain Secondary

- The Print icon allows the school to process listings of 'Students Remaining', 'Students Leaving', 'Students Coming' and 'Students Active'.

Note: During the YET process the application looks at the Next Grade and School values for a student set during the Pre-Transition process and updates them accordingly.

Students who have been pre-enrolled for the next school year will not have their grade changed as YET recognizes the future Admission Date of the pre enrolled student.

Secondary Schools

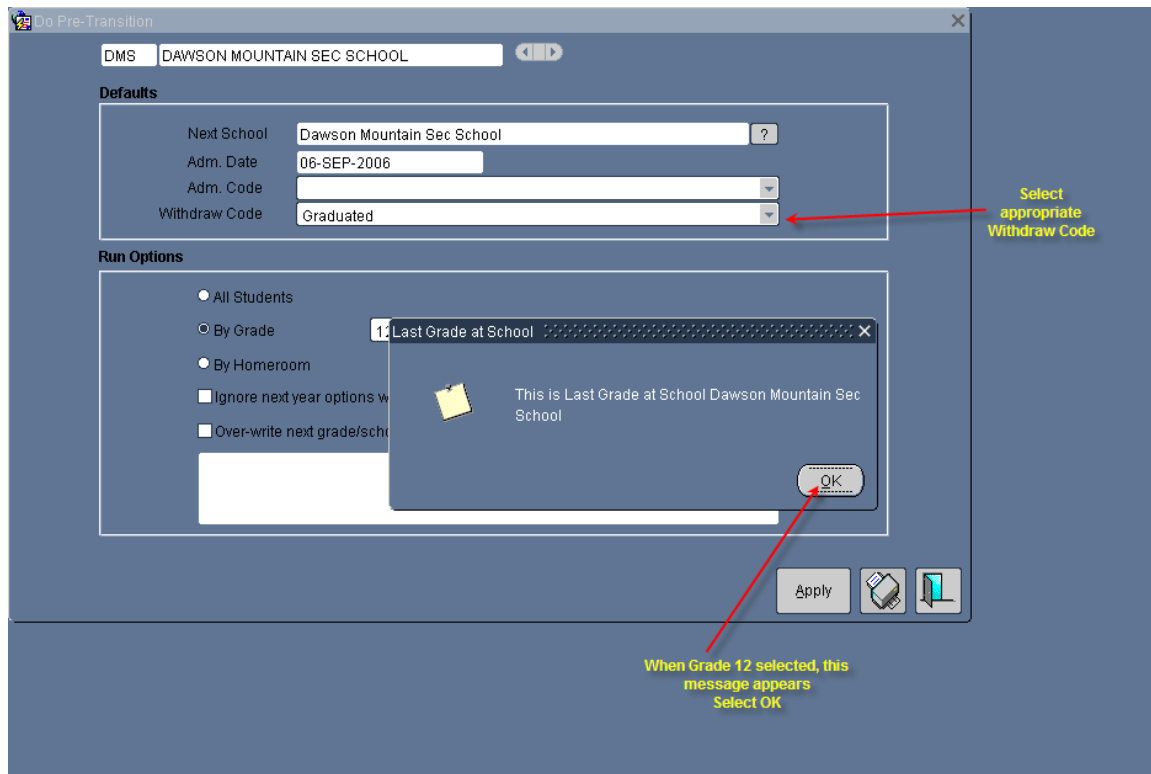
Run **Do Pre-Transition** for each of the Grade levels

- Set the Next School default to your school as the majority of students will be returning.
- The Admission Date may automatically populate based on the School Schedule for next year. If it does not populate, you must enter an Admission Date

The screenshot shows the 'Do Pre-Transition' application window. The 'Defaults' section includes fields for 'Next School' (Dawson Mountain Sec School), 'Adm. Date' (06-SEP-2006), 'Adm. Code' (Re-entry, No Interruption), and 'Withdraw Code'. The 'Run Options' section has radio buttons for 'All Students', 'By Grade' (selected), and 'By Homeroom', along with checkboxes for 'Ignore next year options when determining next school placement' and 'Over-write next grade/school and set retention reason to NULL.'. A large empty text box is present below the radio buttons. The 'Apply' button is located at the bottom right. Red arrows point from yellow text labels to specific fields: 'Select the Next School' points to the 'Next School' field, 'Select Adm.Code' points to the 'Adm. Code' dropdown, 'Select By Grade' points to the 'By Grade' radio button, and 'Select Apply' points to the 'Apply' button.

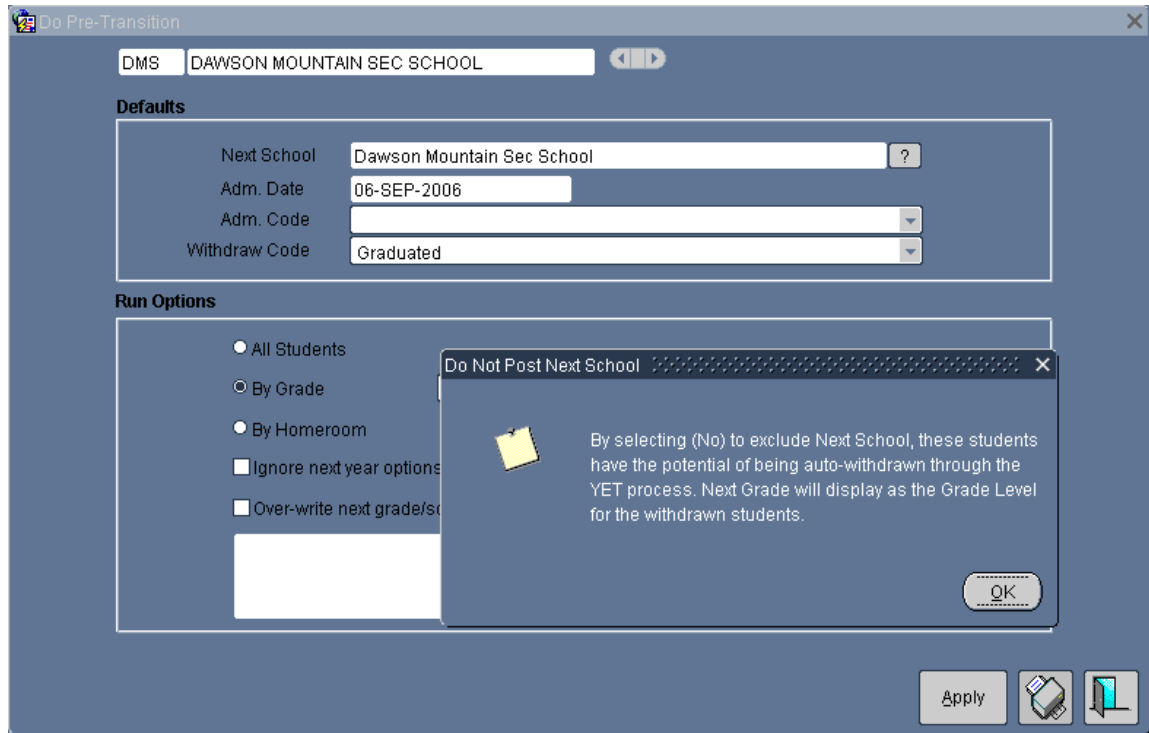
- Select the appropriate Admission Code. In this case, where students are remaining at the same school, the Admission code will not affect enrolment records but is a required entry for this process.
- No withdraw code is necessary
- Select the By Grade radio button and select the appropriate grade from the drop-down list.
- Select the Apply button.
- Repeat the above steps for each grade level of students, *except* for the last grade in the school (grade 12).

- When running for the last grade in the school (grade 12) you will receive the following message window.



- Select OK
- You must choose whether or not to Post Next School for students in the selected grade.
- If Yes is selected, it will be necessary to remove the Next School on the Pre-transition List screen for any students who are *NOT* returning to the school next year.

- If No is selected, you will receive the following message.



- Select OK
- Select Admission Code (required field) 'other' and Withdraw code 'graduated' as most students will graduate.
- Select the Apply button on the Do Pre-Transition screen.
- It will be necessary to set the Next School (and Next Grade, if applicable) on the Pre transition List screen for any students who *ARE* returning to the school next year, such as returning graduates.
- We will look at an example in the Pre Transition List Screen.

Pre-Transition List

Path: *School Menu > Pre Transition > Transition List*

In this example, the Pre-Transition List displays Students Remaining at Dawson Mountain Secondary School.

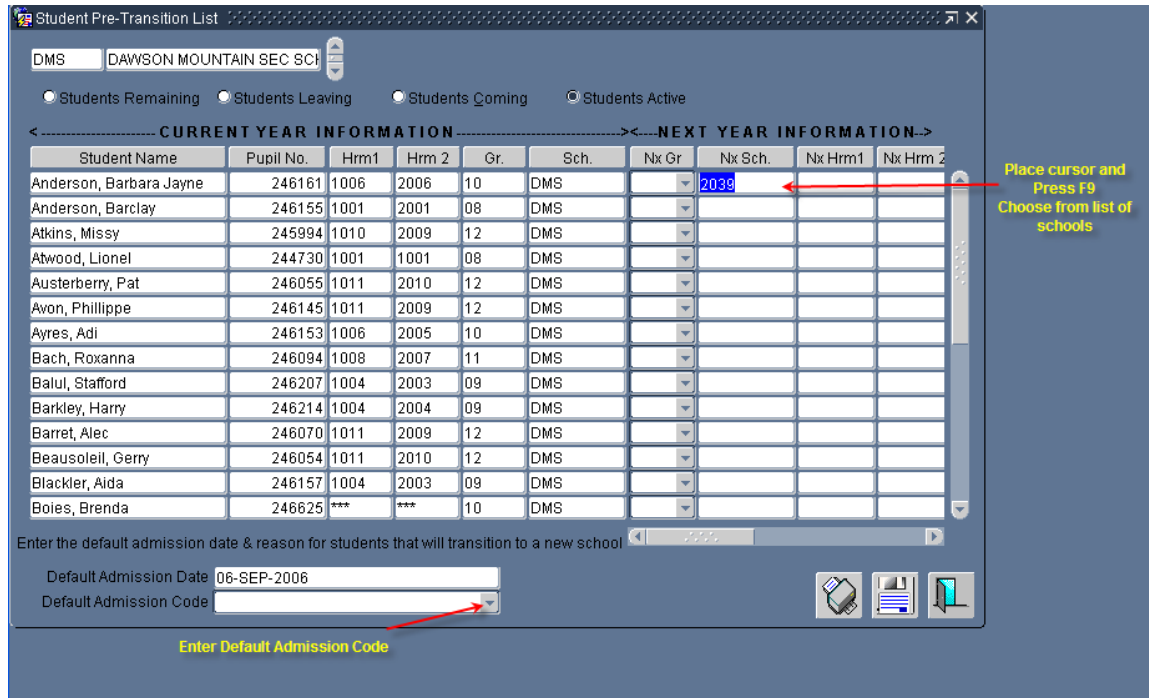
The Next Grade and Next School information will display as per earlier runs of Do Pre-transition.

Student Name	Pupil No.	Hrm1	Hrm 2	Gr.	Sch.	Nx Gr	Nx Sch.	Nx Hrm1	Nx Hrm 2
Bach, Roxanna	246094	1008	2007	11	DMS	12	2039		
Bouvier, Robert	246096	1008	2008	11	DMS	12	2039		
Breton, Jason	246098	1008	2007	11	DMS	12	2039		
Burke, Adrien	246082	1008	2008	11	DMS	12	2039		
Caulfield, Lila	246100	1008	2007	11	DMS	12	2039		
Constanine, Marlo	246244	1008	2008	11	DMS	12	2039		
Duthie, Jaimie	246090	1008	2008	11	DMS	12	2039		
Fabian, Rosy	246109	1008	2007	11	DMS	12	2039		
Florian, Roy	246231	1008	2008	11	DMS	12	2039		
Fritz, Shona	246089	1008	2007	11	DMS	12	2039		
Havier, Jorge	246102	1008	2007	11	DMS	12	2039		
Holland, Harry	246097	1008	2008	11	DMS	12	2039		
Inden, Kathryn	246111	1008	2008	11	DMS	12	2039		
Jackman, Frances	246118	1009	2007	11	DMS	12	2039		

To change the Next Grade for an individual student:

- Select the appropriate Grade from the drop-down list.
- Enter the Default Admission Code (bottom of screen).
- Select the Save button.

To change the Next School for an individual student:



- Place the cursor in the Next School field and press F9 to display a list of values from which to select the desired school.
- Enter the Default Admission Code (bottom of screen) and Save.

Note: Only the student's home school has the ability to change the Next School field. The home (sending) school must contact the cross-enrolled (receiving) school if a change needs to be made to the student's Next School.

Note: If changes are made to Next School where no course selections or program assignments have been attached to the student, the previous Next School Cross Enrollment record will be removed and a new one created.

If course selections or program assignments exist at the next school, a message advises you that these records exist and the current Cross Enrollment record is not removed nor is the new record created. It is necessary to contact the school to have the next year course selection records or program assignments removed before proceeding with the change.

Important Note: If students are admitted within the Current Year, after the Pre-transition List has been created, you must return to the Pre-transition List screen to update the Next Grade and Next School fields for the newly admitted students.