

# Pre-Registering Students for Next Year

Do all the checks as per previous instruction before registering a student.

If no matching student is found –

- Enroll...using the student information off Birth Certificate and registration form; Students TT > Options > Register

- Use the magnifying glass search popup to enter the YOG/Grade. It provides the current year grade and next year grade in the display to ensure the correct grade is being selected.

	YOG	2021-2022 Grade Level	2022-2023 Grade Level
<input checked="" type="radio"/>	2035	PK	0K
<input type="radio"/>	2034	0K	01
<input type="radio"/>	2033	01	02

- The student grade level then displays as this year’s grade which gets advanced in the roll over.

- Set the Student Status to PreReg

- Set the date field to the date the registration was received.
  - Important \*\*\*\*Do not use future date.

- Students pre-registered for the next school year will have their status changed to Active and the enrollment date gets updated during the End of Year processing.

- Set the Entry/Withdrawal Code to New (New – no previous school in SK)
- Complete other Enrolment Info
- Finish
- Ensure the Next School is your school.
- Set the Program of Study
- Set the Calendar (if available)
- After End of Year processing of student records is complete, new student enrolments will be sent to SDS and a SK Learning Id returned.

## PreK Pre-Registrations

If no matching student is found –

- Enroll...using the student information off Birth Certificate and registration form
- Use the magnifying glass search popup to enter the YOG/Grade. It provides the current year grade and next year grade in the display to ensure the correct grade is being selected.

YOG	2021-2022 Grade Level	2022-2023 Grade Level
2035	PK	0K
2034	0K	01
2033	01	02

- **For PreK, select the Current Grade Level of PK** which makes it look as if they will advance to kindergarten in the fall. This gets adjusted after the student is enrolled.

**Student Registration: Enrollment**

Name: Bomba, Silas

School > School Name \*: Aberdeen Composite School

Year of graduation \*: 2035

Grade level \*: PK

Student Status \*: **PreReg** (circled in red) Pre-Registered

Pupil #: \*\*\* Auto Assign \*\*\*

Learning ID:

Date \*: Current Date

Entry / Withdraw Code: New - no previous school in SK

- Set the Student Status to PreReg
- Set the date field to the date the registration was received.
  - Important \*\*\*\*Do not use future date.
  - Students pre-registered for the next school year will have their status changed to Active and the enrollment date gets updated during the End of Year processing.
- Set the Entry/Withdrawal Code to New (New – no previous school in SK)
- Complete other Enrolment Info
- Finish

Select the **EOYR** Field Set from the Field Set menu

Select the **PreReg Students** filter, toward the bottom of the list in the Filter list

Select the **Grade** column header to sort by grade (maybe twice to bring the PK to the top.

Select the PreK students that have been registered

- Options > Show Selected
- Options > Modify List



- Ensure the **Next School** is your school, change as required
- In the **Retain in Grade** column for PreK, select the checkbox
  - Select the **Green v** to save
  - This keeps the PreK students in PreK for the following year.
- The same is required for current PreK3 students to keep them from getting moved to Kindergarten
  - Select the **Grade, Learning ID, Calendar [Division]** field set
  - Select the Grade column header to sort by grade
  - Select the Birthdate column header to further sort by birthdate to sort students by year of birth
  - Select students in PreK3 that need to be retained. Including any that may be 4 but are being retained in PreK.
  - Options > Show Selected
- Option 1
  - Options > Mass Update
  - Fields > Select the Retain in Grade (way down in the list)
  - Value > check the checkbox
  - Update

Or

- Option 2
  - Options > Modify List
  - Select the pencil icon in the **Retain in Grade** column
  - Check the checkboxes
  - Select the **Green v** to save
- Set the Program of Study
- Set the Calendar (if available)
- After End of Year processing of student records is complete, new student enrolments will be sent to SDS and a SK Learning Id returned.

If you find the student as Active, request the current school to set the Next School as yours. This will move the student to your school and make them active during the roll over in the summer.

If student is found as Withdrawn, continue to enroll using the PreReg student status using the current date as the enrollment date and this year grade. Set the Next School as yours. Similar to enrolling a new student.

If the student is found and is Pre-registered, contact the school to set the next school to your school.

If a student is accidentally entered as Active instead of Pre-registered, which never happens in Prairie Spirit, but if it does, only the ministry can fix it. Let us know as soon as you are aware of it.

## Other

1. When withdrawing students, if in the 'All Students' filter under the filter (funnel icon), the student will stay on screen. The 'All Student' filter includes all Active and Withdrawn students currently connected to your school. If in the 'All Active Students' filter the student disappears because they are Withdrawn. You will need to select the filter (funnel icon) and select 'All Active Students' to get back to your student list.
2. Filtering by the column headers allows you to also search by that header. So if you want to search by first name, click on the first name column header, and then you can use the search field to search by first name. It also alphabetically orders the students alphabetically by first name then.
3. You should be getting registrations with Birth Certificates attached now. If you have received any recently and still are not see them let us know. These will be available until the end of June. In the fall, the certificate will be available on the email for 30 days.
4. Information for new students require documentation from a Birth certificate, passport, permanent residence card, or confirmation of permanent residence, status card, other documentation of citizenship and immigration Canada, otherwise administrator of school needs to consult with Learning Superintendent.
5. Check enrollments.