

HOW TO PRE-REGISTER STUDENTS FOR NEXT SCHOOL YEAR FROM A FEEDER SCHOOL

This document explains how to pre-register students who are about to complete their last grade in a “feeder school” and will be registered at this school, the “destination school”, for next fall. For example, during May or June, a high school should be pre-registering all students who are currently in the final grade of the community’s elementary school and are expected to move to the high school for next school year.

Steps in the feeder school (Origin School)

This step has to be completed first.

The feeder school (elementary school, for example) has to run **Initialize Scheduling** in order to indicate that students who are in the final grade will be moving to the high school and will have a status of **This Year Only** in the feeder school. By default, the Department of Education will take care of this step.

You can tell if **Initialize Scheduling** has been run by looking at a student’s **Next Year’s Grade**. When Initialize Scheduling has been run, **Next Year’s Grade** is advanced for all students so that it is a grade higher than **This Year’s Grade**. You can see both grade values in the Biographics tab in Student Records. If Initialize Scheduling has not been run, both grade fields have the same value.

Steps in the receiving school (Destination School)

Once the feeder school has initialized scheduling and pointed departing students to the high school, the high school can pre-register them, or “grab” them.

1. Go to **Students, Transfer, Enroll Students from This Board**

2. Set **Status** to **Next Year Only** to indicate that the students will be arriving at your school in the fall but will not be active this school year.

3. Set **Registration Entry Status** to **310310 - Transfer-in from a school within the school region**. The assumption here is that the students are arriving from a school within the same community, in which case this value is appropriate.

4. Set **Entry Date to This School** to be the first day of school for students in the next school year, usually some time in August.

5. If this is the first time the students are entering a secondary school, set the **Entry Date to Secondary School if not on File** also to the first day of school for students. This field indicates when the student entered secondary school for the first time.

6. Check boxes for **Medical Notes**, **Use Student Numbers in File**, **Pictures** and **Residency**. When **Residency** is checked, the student’s address, if already, entered will come with the record.

7. Under **Students to Be Transferred**, select all students. If you know that certain students are not supposed to arrive at your school, uncheck their check box.

8. Double-check everything and then click **Enroll** to add the students to your school.

9. After enrolling, open Student Records and verify that the students have been pre-registered with the right grade value and with the status of **Next Year Only**.

See an example screenshot below for a situation where Jimmy Hikok Elementary School students are being pre-registered in Kugluktuk High School for the next school year. Note that the dates may be incorrect.

Enroll Students From This Board

Enrollment Information

Status: Next Year Only

Reg. Entry Status: 310310 - Transfer-in from a school within the

Origin School: Jimmy Hikok School

Entry Date to This School: 05/08/2013

Entry Date To Secondary If Not On File: 05/08/2013

Optional Data To Import

☒ Medical Notes ☒ Residency

☒ Use Student Numbers in File ☐ Discipline Notes

☐ Attendance Notes

☒ Pictures

Import Defined Characters: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Students To Be Transferred

Student	Student Number	Enrol
Ahegona, Carter	000002005326	<input checked="" type="checkbox"/>
Algiak, Carson	000002005328	<input checked="" type="checkbox"/>
Angivrana, Bjorn	000002005329	<input checked="" type="checkbox"/>
Case, Megan	000002005346	<input checked="" type="checkbox"/>
Egotak, Savannah	000002005330	<input checked="" type="checkbox"/>
Elatiak, Doyle	000002005331	<input checked="" type="checkbox"/>
Elgok, Angel	000002005332	<input checked="" type="checkbox"/>
Evaglok, Neil Scott	000002005333	<input checked="" type="checkbox"/>
Hokanak, Breale	000002005334	<input checked="" type="checkbox"/>
Inuktauk Malgokak, Iris	000002009701	<input checked="" type="checkbox"/>
Kadlun, Elisha	000002005348	<input checked="" type="checkbox"/>
Kaitak, Keenan	000002005335	<input checked="" type="checkbox"/>
Klengenber, Demetri	000002005336	<input checked="" type="checkbox"/>
Kolaohok, Amy	000002005337	<input checked="" type="checkbox"/>
Kuodluak, Kendal	000002005349	<input checked="" type="checkbox"/>
Mcwilliam, Aimee	000002005338	<input checked="" type="checkbox"/>
Miyok, Kevin	000002005339	<input checked="" type="checkbox"/>
Niptanatiak, Donovan	000002005347	<input checked="" type="checkbox"/>
Ongahak, Candice	000002005341	<input checked="" type="checkbox"/>

Select All Clear All

Missing Course Missing Fields Error Log Transfer Log Enroll Done

21 students to be transferred