



BCeSIS Basics  
**StrongStart BC Centres**  
Reference Guide

Version 1.4.1  
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BCeSIS Implementation Team

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## 1.0 Admission and Registration

### Introduction

This section will cover the processes involved in admitting and registering children within your centre. If the child is already registered in another centre, then you will need to contact that centre and have the child cross-enrolled to your centre. ***There are two possible scenarios when admitting a child: a child that is in the BCeSIS system and one that has never been in the system.***

### Processes

#### 1.1 Admitting and Registering a Child

##### Purpose

Admission is the process of entering a child's data into BCeSIS and is completed only once for each child in their education career. When a child is **admitted**, a record is created in BCeSIS; a second step of **registering** the child will usually take place at the same time (registration allows the Centre to take attendance for the child). Registration takes place at the beginning of each year.

##### Overview

Because BCeSIS assigns PENs (Personal Education Numbers) to new children in the system every night, and because each child can have only one PEN, a restrictive query must take place before a child is admitted. A restrictive query helps ensure that each child receives only one PEN. A child keeps this PEN throughout their educational career. Unless the child is completely new to StrongStart, there may already be a record for the child in BCeSIS and that is the record that **MUST** be used.

The Admission process has two main steps.

1. Query the database to determine if the child you wish to admit already has a record in the BCeSIS database.
2. a) Admit a child new to BCeSIS by entering basic demographic information

**OR**

- b) Admit a child who has an existing record in BCeSIS by selecting that record and updating their information as necessary.

### 1.1.1 Performing a Restrictive Query

**Restrictive Query** is the name given to the process of searching the database to determine if the child record already exists. It's important to be certain the child you are admitting is NOT already in the database.

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

When a child visits another BCeSIS centre, the access to that record is made available through the cross-enrollment process.

If a duplicate record is created, that new record will not receive a **PEN**, cannot be merged with the original record, and cannot be deleted by the centre or district. The district will receive error reports, will have to print all relevant data, request the record be deleted, admit the correct original record, and then manually update the original record.

To assist you with the use of the correct process, we will go through the steps of the **restrictive query** and provide some tips on common reasons why records are not found and what you should do:

### **Conducting a Restrictive Query on New Children**

To protect the privacy of children, 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 the appellation "Restrictive Query" is used. A Restrictive Query is the first step in admitting a child.

The biggest issue in admitting children is that of duplicate PEN's. When duplicates are created, a large amount of energy and resources must go into rectifying the duplicate as a child can only have one record (the first record acts as the child's de facto permanent record and must be maintained for a complete history of the child). Due diligence in conducting a Restrictive Query when admitting a child will help minimize duplicating child records and PEN's. Be proactive and prevent duplicate records and PEN's by following the steps outlined below.

If at any time the query calls up the child, then proceed with the registration. If not, then go to the next number in the list.

1. Enter the child's legal last name, gender and birth date.
2. Change the gender and search again.

3. Check to see if the birthday month, day or year have been transposed.
4. Check the admission form to see if the child has a usual last name different from the legal name and try using that (i.e. mother's maiden name).
5. If the child has a compound last name: try variations using a hyphen, using a space, using the hyphen with spaces, without spaces, or using just one of the two names in the compound.
6. Check spelling variations such as Smith/Smyth Clark/Clarke.
7. Ask the child/parent if the child was registered under a different name at his her previous centre. If so, try that name.
8. If none of these work, contact should be made with the previous centre (if any) prior to creating a new record and determine how the record was entered in the previous centre. It may be that the previous centre has not yet processed that student or has entered the child's data erroneously.

**1.1.1.1 Conducting a Restrictive Query**

Pathway: Start screen > Admit button

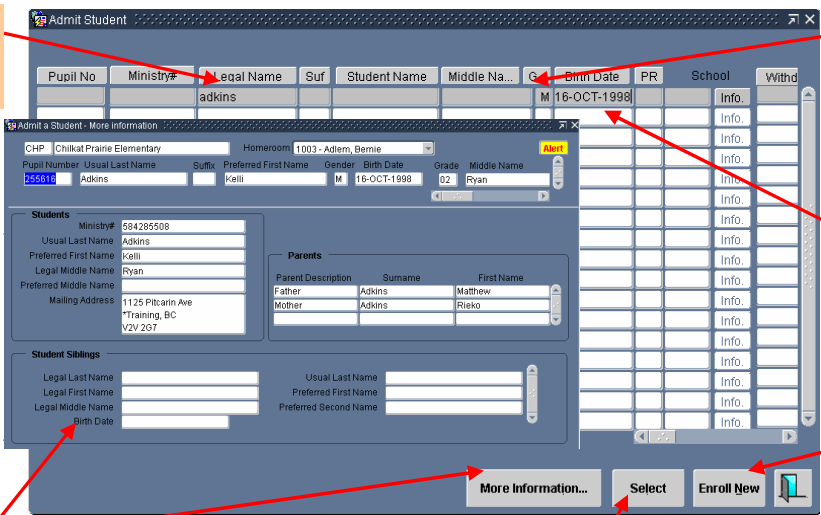
To protect the privacy of children, restrictions have been placed on how an admission query can be conducted in BCeSIS. For example, you cannot use the % wild card and search the entire database. Furthermore, you can only query certain fields (legal last name, gender and birth date). It is for these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

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 child 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 child 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 child to BCeSIS.

Click on the Select button once you have found the child you would like to enroll (admit). If you can't find the child in the system, but you know the child has previously been in entered into BCeSIS, contact the previous centre before proceeding.

**Steps:**

1. Enter the child'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 child is/isn't in the system.
4. If the child is in the system, highlight that child and click on the Select button. If the child has never been in BCeSIS before, click on the Enroll New button.

### 1.1.2 Enrolling a New Child (no record turns up after a restrictive query)

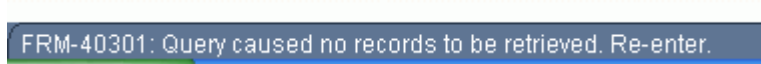
Once you have determined that a record does not exist for the child, you would then proceed to admit the child as a new record. You will be asked on the first admission screen to check what legal documents were used to verify the child information. Please refer to these legal documents to ensure you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

Note: Most centre users would not have the choice of selecting a different centre but if you do, remember to [Lock the Centre](#) if you have access to multiple centres/schools. This will ensure the child is admitted into the correct centre.

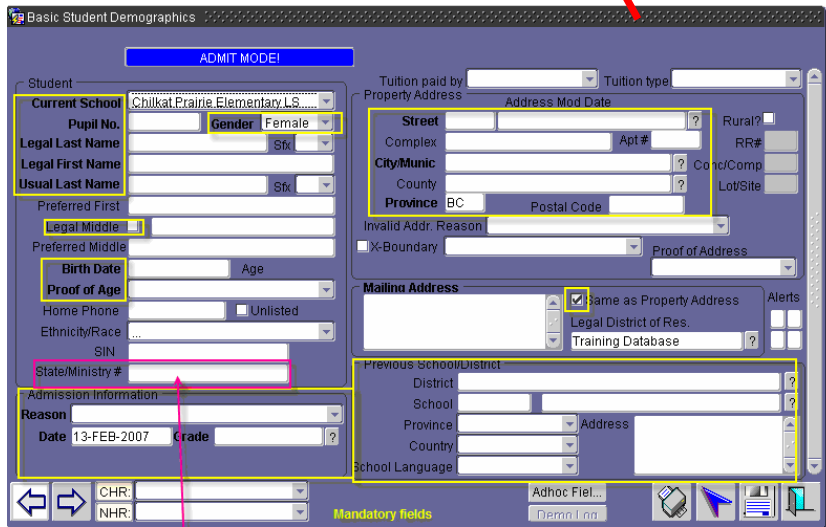
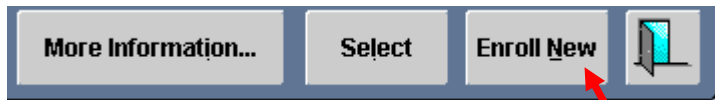
#### Procedure

Path: *Start screen>Admit*

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



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

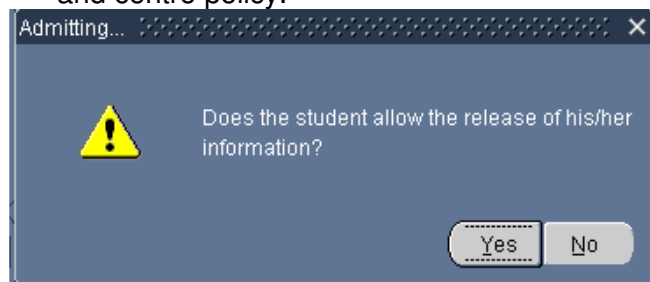


PEN Number generated automatically

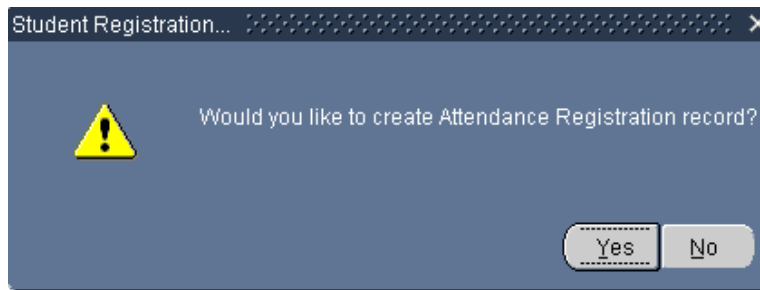
- 3.** Fill in the fields outlined below. The mandatory fields in the Basic Student Demographics screen are bolded (ensure that you do not have your caps lock on, all information is to be entered in upper and lower case).
- Current Centre
  - Pupil No—This is a system-generated number and cannot be entered.
  - 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:**
- 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)

That's all that needs to be done to admit a new child into the system but, if you have additional information, you can use the appropriate fields in the various screens in the demographic loop. Do not use fields for any information other than what they were intended.

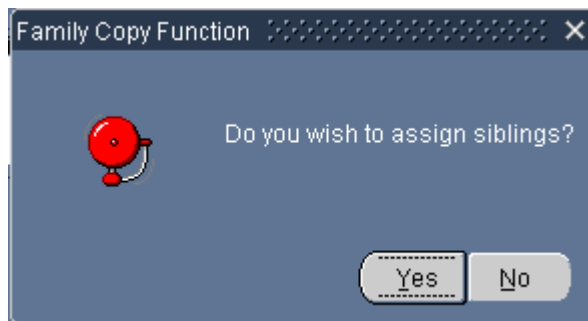
- 4.** Save the record.
- 5.** Three separate prompts will display in sequential order;
1. Release of Information? Yes or No depending on the parents wishes and centre policy.



2. Would you like to create an Attendance Registration record? Yes or No. Always respond with a Yes.



3. Do you wish to assign siblings? Yes or No. Choosing Yes will take you to the select Student Siblings screen where you will be required to perform a restrictive query to select the child's siblings. This activity will link the children and parent's records so that if one is updated you will be prompted to automatically update the others.



**PEN Number** The Personal Education Number (PEN) number cannot be entered into BCeSIS, the field is populated daily. The system looks for children without a PEN and populates the State/Ministry field. If it doesn't populate, that means there is already a record for that child 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.

Note that there are some fields that will not be used for BC, *Ethnicity/Race* on the Student Basic Demographics 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.

### 1.1.3 Enrolling a Child with an Existing Record

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

It is possible, that the query would reveal more than one child 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.

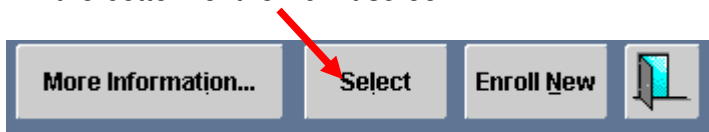
Often a child will already be admitted to another centre. If this is the case, you will have to contact the centre they are enrolled in and ask them to cross-enroll the child to your centre. If so, please go to the section on Cross-enrollment. If this is the first centre the child is being admitted to for the current year, you will want to proceed with the directions indicated in this section.

As this child 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, Admission Reason and Previous Centre.

### Procedure

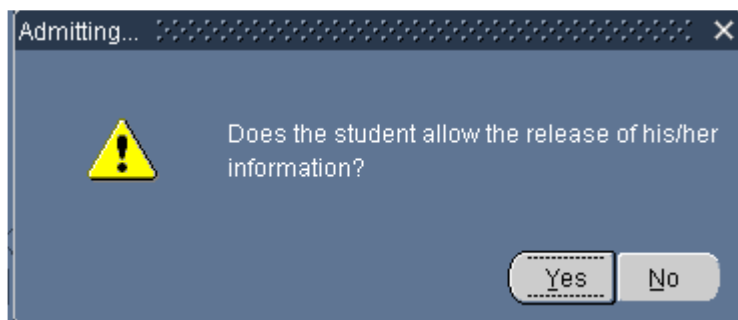
*Path: Start Screen>Admit*

1. Perform the restrictive query. The child 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.

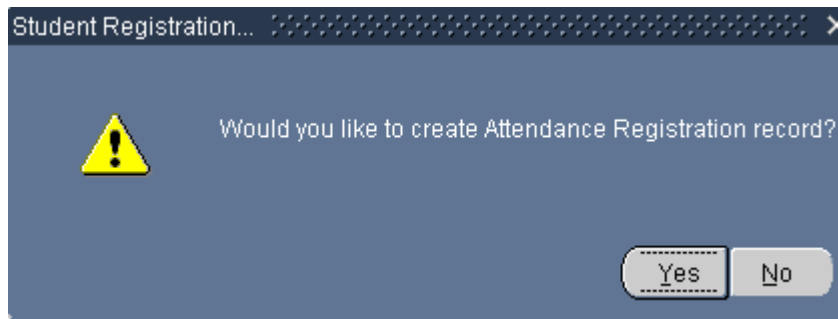


The **Basic Child Demographics** screen will appear in **Admit Mode** (note the blue bar). Note that the child's withdrawal date appears on the top right hand side of the screen in Red highlights.

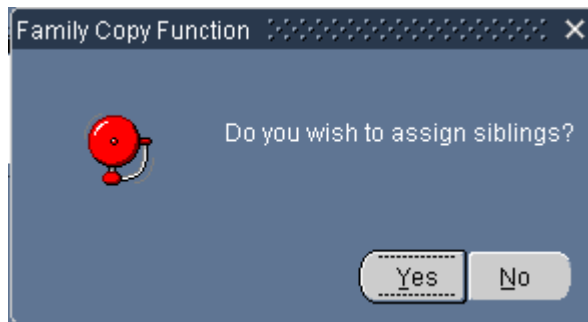
4. Update the record as necessary. Address and Telephone number may require updating.
5. Enter the **Reason** under **Admission Information**
6. Enter the **Previous Centre/District** Information if appropriate
7. Save the record.
8. Three separate prompts will display in sequential order;
  1. Release of Information? Yes or No depending on the parents wishes and centre policy.



2. Would you like to create an Attendance Registration record? Yes or No. Always respond with a Yes.



3. Do you wish to assign siblings? Yes or No. Choosing Yes will take you to the select Student Siblings screen where you will be required to perform a restrictive query to select the child's 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.



## 1.2 Cross-Enrollment

Cross-enrolment is an excellent feature of BCeSIS. If a child is attending more than one centre, the first centre that enrolled them may be contacted and asked to cross-enroll the child to your centre. Once a child is cross-enrolled to your centre and assigned the Early Learning course, that centre can then take attendance on that child as well.

Children may be cross-enrolled in more than one centre. The first centre to enroll (admit) a child is responsible for processing any cross-enrollments.

At the new (cross-enrolled) centre, the child appears on the centre roster in blue.

### 1.2.1 Process

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

1. From the Cross-Enroll Student screen, query the child you wish to cross-enroll.
2. Click the **Add** button to begin the process.

3. Enter the required fields
  - **Cross-Enroled Schools** (from the drop down list, choose the appropriate StrongStart BC Centre).
  - **Adm Date:** DD-MMM-YYYY
  - **Enroled Reason**

Query for Student (F7,F8)

Cross-Enroled Schools	Year	Adm Date	Accept Transf...	Enroled Reason	Mem. Share
Robson Mountain Secondary LS	2005	14-FEB-2006	Withdraw	PROGRAM AVAILABIL?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?
			Withdraw	?	?

Enter information into fields

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

### 1.3 Withdrawal

#### Purpose

You may need to withdraw a child for a variety of reasons such as the family is moving to another school district.

Before a child can be admitted in his/her next StrongStart BC Centre, the current centre must withdraw him/her.

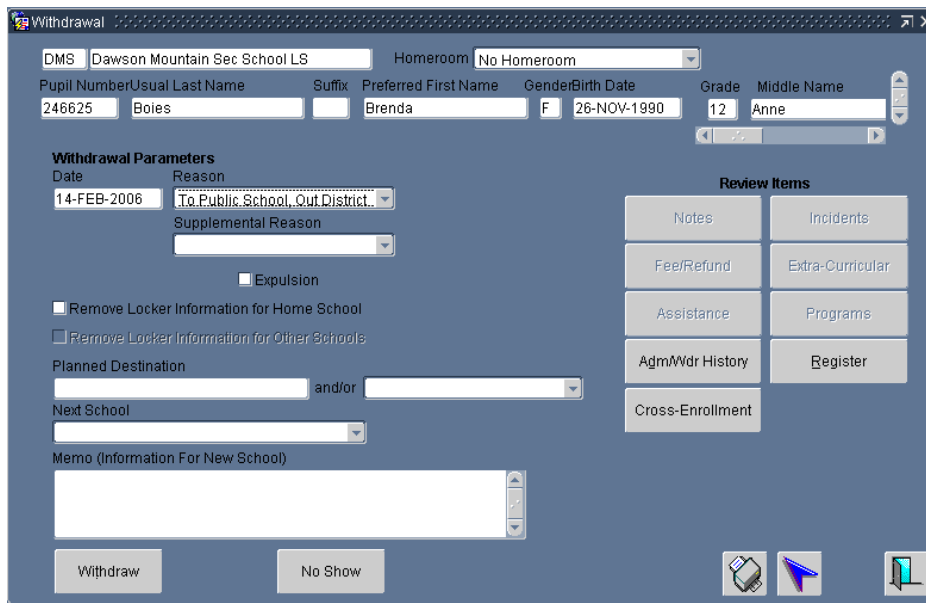
The current centre is the centre of record and will retain “ownership” of that child’s record until the next centre picks up the record by admitting the child. Once a child is withdrawn from the current centre, the history for that child’s record is archived and some reports cannot be run. Therefore, it is important to print any reports before the child is withdrawn.

### 1.3.1 Withdrawing a student currently registered

Children may withdraw from a centre at anytime throughout the year. The withdrawal date must be on or after the registration date.

#### Process

1. Query for the child on the Start screen.
2. Click the **Withdraw** icon.
3. Enter the withdrawal date.
4. Enter a withdrawal reason from the dropdown list of values.



The screenshot shows a 'Withdrawal' form window. At the top, there are fields for 'DMS' (Dawson Mountain Sec School LS) and 'Homeroom' (No Homeroom). Below this is a student information section with fields for 'Pupil Number' (246625), 'Usual Last Name' (Boies), 'Suffix', 'Preferred First Name' (Brenda), 'Gender' (F), 'Birth Date' (26-NOV-1990), 'Grade' (12), and 'Middle Name' (Anne). The 'Withdrawal Parameters' section includes a 'Date' field (14-FEB-2006) and a 'Reason' dropdown menu (To Public School, Out District...). There are also checkboxes for 'Expulsion', 'Remove Locker Information for Home School', and 'Remove Locker Information for Other Schools'. A 'Planned Destination' section has fields for 'Next School' and 'Memo (Information For New School)'. On the right side, there is a 'Review Items' section with buttons for 'Notes', 'Incidents', 'Fee/Refund', 'Extra-Curricular', 'Assistance', 'Programs', 'AdmWdr History', 'Register', and 'Cross-Enrollment'. At the bottom left, there are 'Withdraw' and 'No Show' buttons. At the bottom right, there are icons for printing, a mouse cursor, and a help icon.

5. Select the **Withdraw** button. You will receive a pop up, warning you to print all required reports. Click OK to this warning.

## 2.0 Demographics

### 2.1 The Student Basic Demographic Screen

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 child into BCeSIS. The data on this page needs to be updated as appropriate when registering a child already admitted 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 child.) The Registration Date may be different from the admit date.

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

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 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.

The screenshot shows the 'Basic Student Demographics' form with the following fields and annotations:

- Registration Date:** RG 06-SEP-2005 (Annotated with: This advisory button indicates the date that the student was registered...)
- Attendance:** Full-Time (Annotated with: Follow the Canada Post conventions when entering address info.)
- Mailing Address:** 1125 Pitcarin Ave, \*Training, BC, V2V 2G7 (Annotated with: Tick this box to cause the property address to copy here.)
- Legal District of Res.:** (Annotated with: This area is left to the discretion of the school to create their own codes and meanings.)
- Proof of Address:** Drivers Licence (Annotated with: This area is left to the discretion of the school to create their own codes and meanings.)
- Previous School/District:** (Annotated with: "Previous School/District" is required data if the child has attended other StrongStart centres in previous years. Choose a district and centre by clicking on the ? buttons.)
- Admission Information:** Date: 02-SEP-2003, Grade: Grade 2 (Annotated with: All bold fields are required before you can save.)
- Personal Information:** Pupil No. 09530, Gender Male, Birth Date 16-OCT-1998 (Annotated with: Incorrectly set Gender can cause duplicate PEN's. Please ensure that the Gender is properly set.)
- Other Fields:** Home Phone (250)555-8053, Ethnicity/Race, SIN, State/Ministry # 584285708 (Annotated with: Check this box if the student has no middle name.)
- Buttons:** Demo Log (Annotated with: Clicking on the Demo Log button brings up a screen that displays all changes made to the data on this screen...)

Follow the Canada Post conventions when entering address info.

Tick this box to cause the property address to copy here.

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

"Previous School/District" is required data if the child has attended other StrongStart centres in previous years. Choose a district and centre by clicking on the ? buttons.

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).

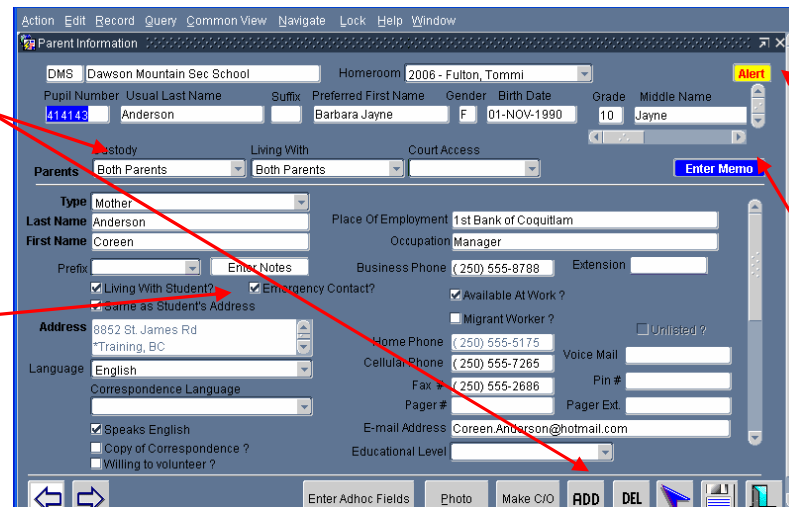
## 2.2 Parent Information Screen

Pathway: Start Screen > Common View > Family > Parents

The Parent Information screen houses all pertinent parental/guardian information available and relevant for each child. 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.



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

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.

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

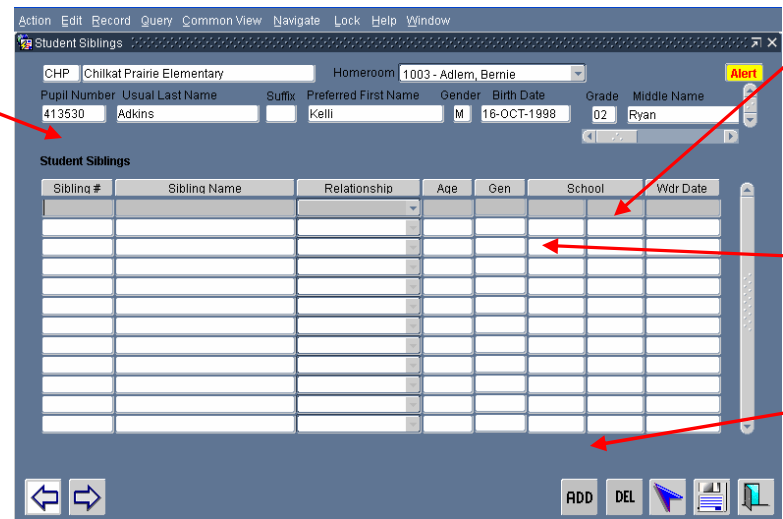
### 2.3 Student Siblings Screen

Pathway: Start Screen > Common View > Family > Siblings

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

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 centre 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 children/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.

## 2.4 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).

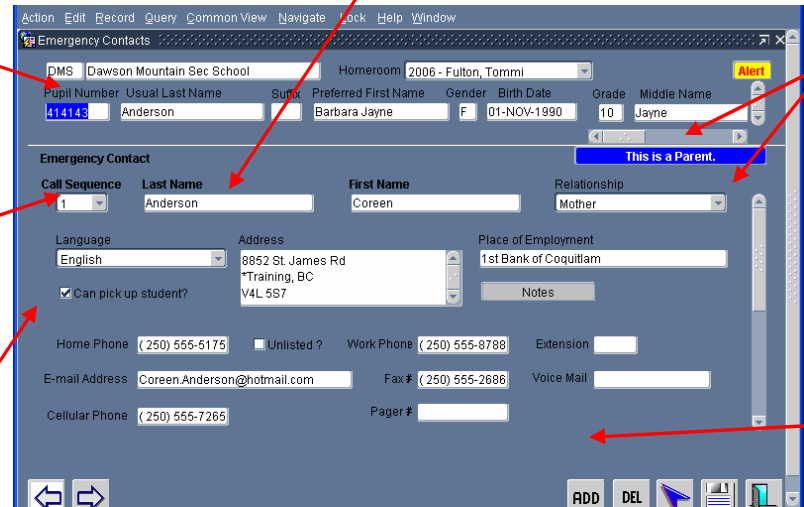
Records are sorted first by call sequence number, then by relationship (parents/guardians first) and then by alphabetical order.

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 populate and 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.

## 2.5 Medical Information

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

This screen allows a Centre to record a child's health conditions and allergies that need to be tracked. Alerts can be created if certain health conditions/allergies are life threatening (district setting).

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 (if set as an alert by your district). 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.

### 3.0 Adding the XAT--EL Course

Pathway: BCeSIS Start screen > Courses button

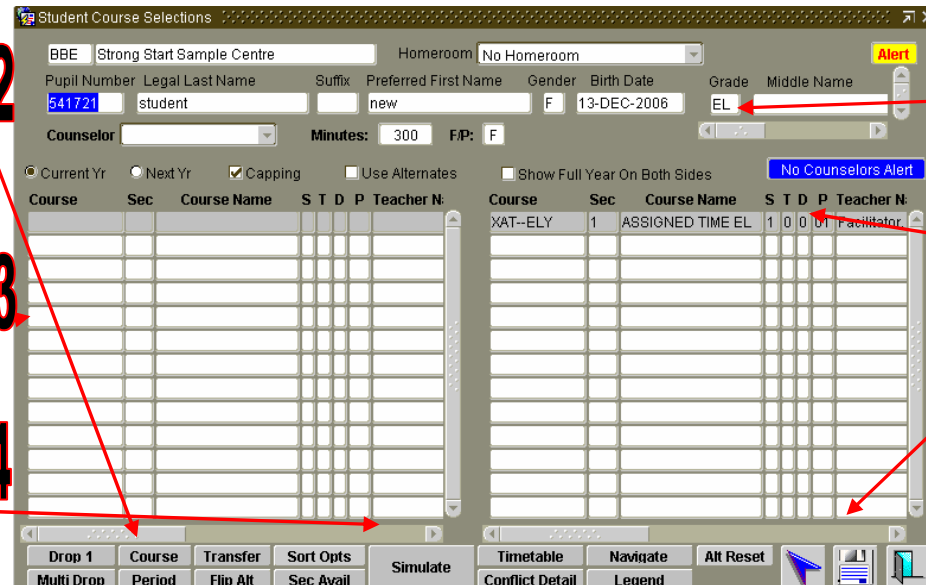
Because Positive Attendance is course-based, children in StrongStart BC Centres need to be assigned a course. One course is set up in a Centre into which all StrongStart children will be placed for the purposes of taking attendance.

**Important: Never transfer a StrongStart student to another course as this may cause positive attendance data to be lost.**

The Course button allows you to choose from the courses available at your school. Click on this button, press the F7 key on your key board and then type in the course code XAT--EL. Press F8 and then click on the **Select Current** button.

Once the course has been selected, it will appear on this table with incomplete information.

To actually schedule this student into the XAT--EL course, click on the Simulate button. Once you click on the save icon, the student will be confirmed in this course.



1 Query for a specific child by pressing the F7 key, entering some demographic data (i.e. last name) and then pressing the F8 button on your keyboard. Use the wildcard symbol % to aid your search.

5 Once a student has been assigned a course, this line will appear with values in every field.

6 Once the course has been assigned and simulated, click on the Save icon. If you have missed a step, the program will provide you with an appropriate warning.

Steps:

1. Press F7 to begin a query for a student. Enter data to query and then press the F8 key.
2. Click on the **Course** button. On the "Look up Course by Course" screen, press the F7 key on your key board and then type in the course code XAT--EL. Press F8 and then click on the **Select Current** button.
3. You will return to the Student Course Selections screen. Press the **Simulate** button.
4. Press the **Save** icon.

### 4.0 Positive Attendance

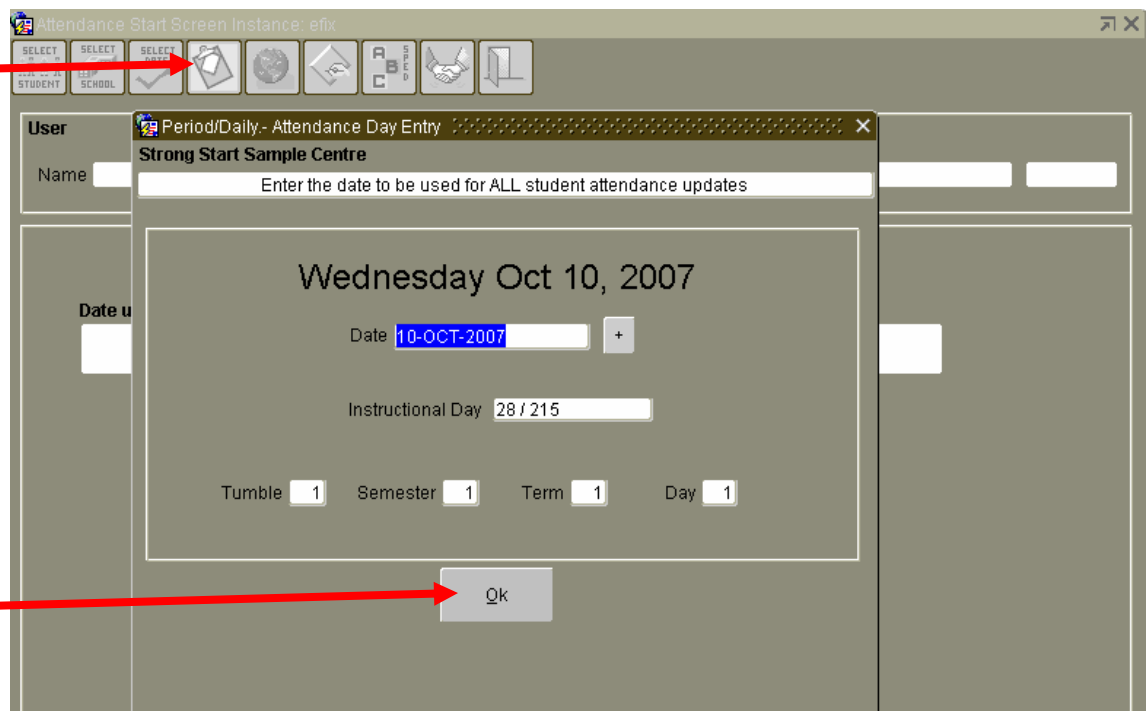
Positive attendance allows StrongStart Centres to record the date that a child attended your centre. To take attendance you must

click on the attendance icon  and then click ok to the message that you are leaving BCSIS. Click OK to the date screen that

appears and click on the Positive Attendance icon .

Once you click Ok to the popup window, this icon will become active. Click on it to take positive attendance.

Click Ok to this popup window. The date on this screen is not related to that used in positive attendance.



Note: Currently, Facilitators who have been assigned the security class ELC\_Attendance may receive the error message “Att 010” when entering this screen. This will not affect functionality. Simply, press OK and then continue.

Pathway: Start screen > Attendance Icon > Positive Attendance Icon

Many of the fields on the Student Attendance Information table and in the Positive Attendance Reports are not relevant to StrongStart BC Centres. The **only** fields that are important are the child’s name, the date of attendance, and if there is a number greater than zero in the “Current Minutes” column. *Once attendance data is entered for a child, it cannot be deleted:* If you have entered data erroneously, add a negative value to the student’s attendance minutes to create total number of minutes equal to 0 (zero) in the “Current Minutes” column.

The screenshot shows the 'Student Attendance Information' interface. At the top, there are tabs for 'Attendance Summary', 'Student Attendance Information', and 'Generate a Report'. Below the tabs, there are dropdown menus for 'Teachers' (set to 'Facilitator, EL'), 'Grade' (set to 'Early Learning'), and 'Students' (set to 'Ayriss, Yue'). An 'Actual Date of Attendance' field is set to '09-OCT-2007'. Below this is an 'Attendance History' table with columns: Student, Subject, Original Minutes, Adjustments, Current Minutes, CA Entry Date, CA Entry Time, Actual Attendance Date, Adj. Date, Adj. Entry Time, Adjuster Name, and Adjustment Reason. A row shows 'New\_Student' with 'XAT-ELY-1' as the subject, '1' in the 'Original Minutes' column, and '1' in the 'Current Minutes' column. A 'Adding a Modified Record' popup window is open, showing fields for 'Class' (XAT-ELY-1), 'Pupil Name' (Sam, Jones), 'Create User Firstname' (MSIMARD), 'Create User Lastname' (MSIMARD), 'Attendance Date' (09-oct-2007), 'Attendance Minutes' (1), 'Teacher Id' (0), 'Teachers Name' (No name available), and 'Creator Type' (T). A 'Change/Add Minutes' button is visible at the bottom of the popup. Red arrows point from numbered callouts to these specific elements.

**1** Click on this tab in order to take attendance.

**2** Select “Facilitator” from the dropdown list of values next to **Teacher**. Do not select “All Teachers”. Facilitators without students will not be visible.

**3** Choose the child you would like to take attendance for from the list of values next to **Students**. “All Students” is used for viewing all students on this table. It is **not** used for taking attendance.

**4** Set the date that you would like to take attendance for. Defaults to today’s date.

**5** Click on the Change/Add minutes button to take positive attendance. The currently selected child will appear in Pupil Name field of the **Adding a Modified Record** popup window.

**6** Ensure that the correct values are in the Class, Pupil Name, and Attendance Date fields.

**7** Enter a number in the Attendance Minutes field. A number of “1” will suffice to create the record.

**8** Click on the save and exit icons. The details of the record will display on the table.

Steps:

1. Select the **Student Attendance Information** tab.
2. Select “Facilitator” from the Teacher drop down list of values.
3. Choose a student (each student must be chosen individually).
4. Set the date that you would like to take attendance for. Defaults to today’s date.
5. Click on the **Change/Add Minutes** button.
6. Select the class, student and appropriate date on this **Adding a Modified Record** popup window.
7. Enter a numeric value in the **Attendance Minutes** field. Any entry is sufficient to create a record of attendance and produce the necessary date stamp for this child (minutes of attendance is not used in Ministry reporting).
8. Press Save and Exit.
9. Continue steps 3-7 for each student.

## 5.0 Positive Attendance Reports

You can create a positive attendance report based on one student or all students and on one date or a date range. You can then group the attendance data by student name or by attendance dates using the sort by function. Many of the fields on the Student Attendance Information table and in the Positive Attendance Reports are not relevant to StrongStart BC Centres. The **only** fields that are important are the child's name and the date of attendance.

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### Class Attendance Summary

Date Range: 01-OCT-07 to 09-OCT-07

\* Attendance Hours Adjusted

Teacher Name	Actual Attd. Date		Student Name	XAT--ELY - 1	Total Mins. For All Courses for Da	Total Hours for all Courses to Date	+ / - Target	% Complete
Facilitator, EL	03-OCT-07	*	Ayriss, Yue	91	91	171	-729	19
Facilitator, EL	04-OCT-07		Ayriss, Yue	91				19
Facilitator, EL	08-OCT-07	*	Ayriss, Yue					19
Facilitator, EL	03-OCT-07		Sam, Jones					0
Facilitator, EL	05-OCT-07		Sam, Jones					0
Facilitator, EL	08-OCT-07		Sam, Jones					0
Facilitator, EL	03-OCT-07	*	student, new					0
Facilitator, EL	08-OCT-07		student, new					0
Facilitator, EL	09-OCT-07		student, new	1	1	0	-900	0
Facilitator, EL	09-OCT-07	*		3	3	0	-900	0

Only the child's name and date of attendance are used for Ministry reporting.

## Positive Attendance: Generate a Report tab

Pathway: Start screen > Attendance Icon > Positive Attendance Icon > Generate a Report tab

Click on this tab in order to generate a report. **1**

Optionally, choose how you would like to sort your report by: Teacher, Students, or Date Range. **2**

Optionally, select a date range for this report. The default is today's date. **3**

Typically, this block will not be used in StrongStart BC Centres. **4**

Typically, StrongStart BC Centres will only have one generic facilitator available here. **4**

Choose to create this report for All Students or only one student. **5**

To print a report for all students for today's date, simply click on the printer icon. Otherwise, choose the appropriate date range and student. **6**

### Steps:

1. Click on the Generate a Report tab.
2. Optionally, choose how you would like to sort your report by: Teacher, Students, or Date Range.
3. Optionally, select a date range for this report. The default is today's date.
4. Ensure that the appropriate facilitator has been selected.
5. Choose to create this report for All Students or only one student by selecting from the dropdown list.
6. Click on the printer icon.

## 6.0 Some Other Useful Reports

### BC Student Information Verification Form (CUST036)

04 Demographics > BC Student Information Verification Form

This report potentially can provide a blank intake form for parents to fill in. Once data has been entered into the system, parents can validate the information from a printed copy.

**Glenwood StrongStart Centre**

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**Student Information Verification Form**

Hrm/Teacher - \_\_\_\_\_

<b>STUDENT</b>		<b>PROPERTY ADDRESS</b>	
Pupil No	_____	Street# & Name	_____ Apt# _____
Legal Last Name	_____	Complex Name	_____ Lot# _____ Concession# _____
Legal First Name	_____	Municipality	_____
Usual Last Name	_____	State/Prov	_____ Postal Code _____
Preferred First Name	_____	X-Boundary	_____ (Y/N) School _____
System Name	_____		

### BC Class Record (CUST057)

01 Attendance – Daily Method Reporting > BC Class Record

This report allows a user to produce a list of StrongStart students in rows and an editable group of 10 columns. In the example provided, these have been populated with the days this StrongStart Centre is open. Both registered and non-registered students display in this report.

Student Name	Pupil #	Gr.	Gen.	Hrm	Monday	Tuesday	Wednesday	Friday	Saturday	Monday	Tuesday	Wednesday	Friday	Saturday	Summary
Redford, Wallace	689800	EL	M												
Stratton, Joginder	689731	EL	M												

**BC Attendance List by Teacher (CUST062)**

01 Attendance – Daily Method Reporting > BC Attendance List by Teacher

This report automatically pulls the days configured for this school on the School Details screen. It allows a user to print all of the registered students active in a class in a given week.

Week of: 17-NOV-2008 to 21-NOV-2008  
Amelia, Kado 157282

XAT--EL - 01

Student Name	Pupil No.	Grade	Monday		Tuesday		Wednesday		Thursday		Friday	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Stratton, Joginder	689731	EL										

**Class Attendance Worksheets (STU820)**

02 Attendance – Period Reporting > Class Attendance Work Sheets

This report automatically pulls the days configured for this school on the School Details screen in 4 week blocks. Both registered and non-registered students display in this report.

