Enrolment Grid

The enrolment grid is where majority of the information pertaining to the registrations are available. On this grid we see the registrant's name, their preferred school choices, their catchment schools, and where they have been assigned. Perhaps one of the most important pieces of information in this grid is the status icon on the left-hand side. This status represents the current state of the registration, from when it is new, to assigned, awaiting documentation, and completed. In the following section we will break down the individual components of the enrolment grid, by column.

Status	Student Name			Current	Assigned	Waitlist	Catch-Ele	Catch-Sec	Grade	1st Choice	2nd Choice
✳	Woodward Amanda	●	●●				CQE	SRT	03	HHE-ENG	KCE-ENG

1. **Status** - This column displays an icon representing the current state of the registration. The legend explaining the various icons is displayed below, please note the highlighted statuses are clickable and launch the "Manage Registration" popup which is explained in a separate guide. Hovering over these icons displays the description of the status in a tooltip.

New Registration Request - This status indicates the registration is awaiting assignment, either at the District or the School level (depending on the period configuration).

Registration Assigned - This status indicates the registration has been assigned to a school but is awaiting finalization either at the District or the School level (depending on the period configuration).

Awaiting Parent Upload - This status indicates the registration has been finalized and is awaiting the supporting documentation upload(s) from the parent.

Pending Review - This status indicates the parent has submitted documents and they are awaiting review by office clerical staff.

Awaiting Student Number - This status indicates the registration has had their documentation reviewed and is awaiting the input of a student number (the pupil number from MyEdBC) into the Parent Portal.

Pending Autolink - This status indicates the registration is currently awaiting Autolink to the parent account.

Registration Complete - This status indicates the registration has been successfully completed.

2. **Student Name** - This column displays the name of the registering student.

3. The next set of columns are untitled but display highly important visual information. This is represented in the form of coloured dots. Hovering over a dot displays the description in a tooltip:
   - 🔴 - The PHN used in this registration appears on another form in the same school year
   - 🟠 - A daycare was used for the catchment lookup on this form
   - 🟣 - This registrant has siblings at their first-choice school
   - 🟢 - This registrant has noted special needs on their form
   - 🟡 - This registrant has noted life threatening allergies on their form
   - 🔵 - This registrant has other family members registered in this period

4. **Current** - This column displays the current school of the registrant. It is important to note that depending on the period configuration and/or the registrant type, this column may appear empty. It is used in periods where there are transfers and/or withdrawal requests.

5. **Assigned** - This column displays the assigned school program of the registrant.

6. **Waitlist** - This column displays the waitlisted school program of the registrant. Depending on the registration, this column may appear empty.

7. **Catch-Ele, Catch-Sec** - These two columns display the English catchment schools at the elementary and secondary levels.

8. **Grade** - This column displays the grade that the registrant has selected.

9. **1st choice, 2nd choice** - These two columns display the first and second choices that the registrant selected when completing their registration. Depending on the period configuration, the 2nd choice column may appear empty.

Should you require any further assistance, or have any questions, please reach create an IT Helpdesk ticket, or reach out to the Help Desk directly.