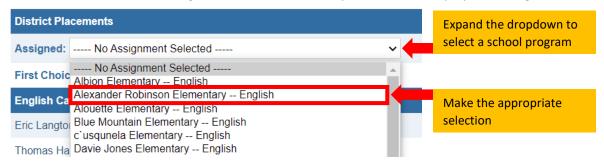# Location & Catchment Information Grids

This guide explains the use of two separate grids on the enrolment dashboard: Location and Catchment grids. Both these grids are found at the bottom of the dashboard and offer staff the opportunity to assign and/or waitlist students to different schools and programs, as well as manipulate catchment school information.
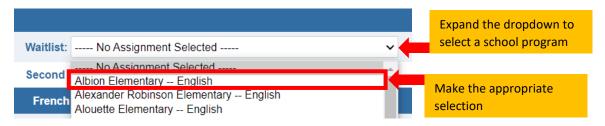
Location Grid

Location grid

There are 4 main operations that are carried out on this grid, each of which are highlighted in detail below:

1. **Assignment** - this dropdown can be expanded to show all the available school programs in the selected period. Students are assigned to their respective school programs here. Once a school program is selected, the enrolment grid above is automatically refreshed to display the changes.
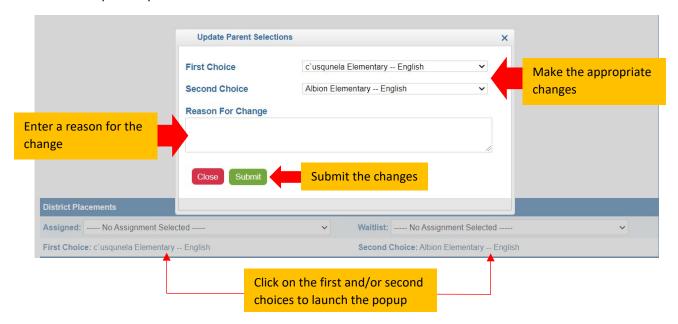

Expand the dropdown to select a school program

Make the appropriate selection

2. **Waitlist** - this dropdown can be expanded to show all the available school programs in the selected period. Students can be placed on a waitlist if their first-choice program is not available. Once a school program is selected, the enrolment grid above is automatically refreshed to display the changes.

Expand the dropdown to select a school program

Make the appropriate selection

3. **First Choice** - clicking on the first-choice school program launches a popup, which allows staff members to amend the parents' selections. *This should only be done in consultation with the respective parent.*

4. **Second Choice** - clicking on the second-choice school program launches a popup, which allows staff members to amend the parents' selections. *This should only be done in consultation with the respective parent.*
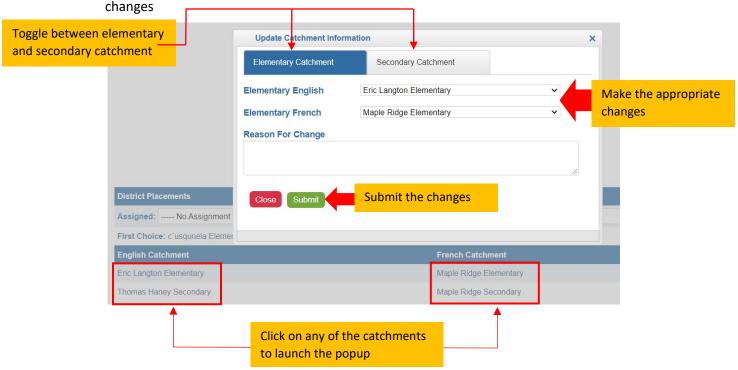
Make the appropriate changes

Enter a reason for the change

Submit the changes

Click on the first and/or second choices to launch the popup

Catchment Grid

Catchment grid

The catchment grid offers staff the ability to manipulate the catchment schools that appear for a registration. *This should only be changed in discussion with the parent with proof of address documentation to support the changes.*

- Click on any of the catchment schools to launch the popup dialogue
- Toggle between Elementary and Secondary Catchment windows
- Make any changes as necessary, and enter a reason for the change before submitting the changes

Toggle between elementary and secondary catchment

Update Catchment Information ✕

| Elementary Catchment | Secondary Catchment |

Elementary English   Eric Langton Elementary
Elementary French   Maple Ridge Elementary

Reason For Change

Make the appropriate changes

Close   Submit

Submit the changes

District Placements

Assigned: ----- No Assignment

First Choice: c`usqunela Elemen

English Catchment		French Catchment	
Eric Langton Elementary		Maple Ridge Elementary	
Thomas Haney Secondary		Maple Ridge Secondary	

Click on any of the catchments to launch the popup

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.

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow