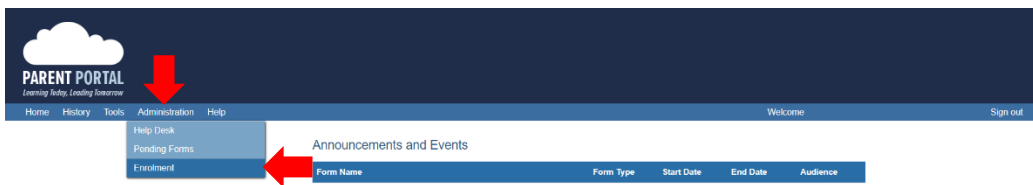


Waitlist Management

The enrolment system has been extended and enhanced to include a waitlist management module. This module allows staff to move students off their waitlist and into an active period from where they can be assigned to a school. In this guide, we are going to step through the process of assigning a student from the waitlist to a school.

- (1) Log into your staff account on the Parent Portal (<https://parents.sd42.ca>)
- (2) Navigate to Administration -> Enrolment where we can see the Period Dashboard.



- (3) Click on “View Waitlist” to bring up your schools’ waitlist

Registration Period Dashboard

Select School Year: 2022/2023 - Current Year View Legend

Hide Closed Periods

Period Name	Grades	*	📅	🔒	🕒	#	🔍	✓	➡	↕	🔄	☰
🗑️ ✎️ Open Enrolment 2022/2023 - New; Transfer...		0	1	0	0	0	0	0	1	1	5	1
🗑️ ✎️ Kindergarten Choice 2.0	KF	0	0	0	0	0	0	0	0	2	0	0
🗑️ ✎️ Brenda Test(current year)		0	0	0	0	0	0	0	0	4	0	0

Cancel
View Waitlist
View Registrations

- (4) The report displays the waitlist for your school, reflecting the students that are waiting for a space in your school to open up
- (5) From the report, students can be moved off the waitlist and into an active registration period
 - a. Students may have been waitlisted prior to having a student number (for example, students that were waitlisted in Kindergarten Choice). In this case, you will need to manually add the student number to the record using the “Student #” feature

Waitlisted Students - Report

Current	English Catchment	French Catchment	Student #	First Name	Last Name	Grade	Timestamp	Parent Name C3	☰	🗑️	Sort	
	Elem. English - OQE Sec. English - SRT	Elem. French - ELE Sec. French - MRS	0							Student #	Cancel	1

- b. A window will pop up, allowing you to attach a student number to the record
 - i. Enter the student number in the empty field
 - ii. Once you click on “Attach Student Number”, the system will validate that the information is correct
 - iii. The student information on the waitlist will be updated, including the students’ current school, grade and catchment schools

- c. Once the student number has been successfully attached, the report will refresh, and you will be able to move the student off the waitlist and into an active registration period for assignment

(6) To move a student off the waitlist, click on the green “Manage” button to the right of the record

Waitlisted Students - Report

Current	English Catchment	French Catchment	Student #	First Name	Last Name	Grade	Timestamp	Parent Name (S)		Sort	
	Elem. English - CQE Sec. English - SRT	Elem. French - ELE Sec. French - MRS	2529675						Manage	Cancel	3

- (7) You will be redirected to a screen displaying more information about the waitlisted student, including their current school, grade, and any confirmation history as well as notes that are relevant to the record


- (8) Select the school year, period, and program that you would like to assign the student in, and click the “Assign” button

Waitlist Management

Placement Details	Confirmation History	Notes	
Student Name	<input type="text"/>	Student Number	<input type="text"/>
Current School	Maple Ridge Elementary	Grade	01
Assigned School	<input type="text"/>	Waitlisted School	<input type="text"/>

Assign Caleb to a period and program of your choosing

School Year	2022/2023 - Current Year	▼
Select Period	Open Enrolment 2022/2023 - New, Transfer, Withdraw	▼
Assigned Program	c'usqunela Elementary -- English	▼



- (9) The waitlist record will now appear on the dashboard of the period that they were assigned to as a transfer request, awaiting completion

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.

