

Waitlist Management Tool


Waitlisted Students - SD42 District Education Office - Report

519 records

Incoming Waitlist			Outgoing Waitlist			Deleted Waitlist						
So	Waitlist	Current	English Catch.	French Catch.	Form ID	Student #	First Name	Last Name	Current Grade	Requested Grade	Timestamp	Parent Name
1	 YEE-Eng 1	SEE	Elem. English - GEE Sec. English - THS	Elem. French - MRE Sec. French - MRS	Q.46990 2	11111111	 John 3	White	04	 03 4	Jun 09 2022 23:24:37	Anna White
2	 PME-Eng	HPE	Elem. English - OOD Sec. English - OOD	Elem. French - OOD Sec. French - OOD	Q.62466	22222222	 Josh	Brown	KF	 KF	Jan 04 2023 12:07:09	Andrew Brown

1. Assign Waitlist Program

Will be useful if we need to change assigned school, in this situation clerical can do it by using tool. Be aware, what will be displayed only eligible programs for requested grade and initial period. If you need to assign absent program, you need to move form to desired period (Move Periods Tool) and change requested grade (Change Grade Tool).

 **Waitlist Tools for John Brown** ✕

Attach Number
Rename Student
Change Grade
Assign Waitlist
View Changelog

Initial Period Early Enrollment September (2022/2023)

Current School Golden Ears Elementary Req Grade 03

Assigned Program [Empty Field]

Waitlist Program Yennadon Elementary -- English ▼

Assign Waitlist Program

Displays only eligible educational programs for the requested grade in the initial period. If you can't find the program you need, please check requested grade, available programs in the initial period (possible sibling is required), or move student form to another period with Enrollment Form Tool.

2. Quick Search Form

Available for DEO only, school does not have access to other school enrollments on Period Dashboard

French Catch.	Form ID
Elem. French - MRE Sec. French - MRS	Q 46990
Elem. French - OOD Sec. French - OOD	Q 52466

3. Rename Student

Our mechanism for assigning a student number is based on matching the student's name and date of birth, if the name is different from MyED, we need to first rename the student on the waitlist to assign a student number.

Renaming with this tool only affects waitlist form data and does not affect other forms or records.

Also, after attaching the student number, we will overwrite the student's name with data from MyED every Saturday.

Waitlist Tools for John Brown ✕

Attach Number **Rename Student** Change Grade Assign Waitlist View Changelog


First Name	John	Last Name	Brown
Student Number	11111111	Date of Birth	
Current Grade	04	Requested Grade	03
Current School	Golden Ears Elementary		
Waitlist Program	Yennadon Elementary -- English		

Rename Student

Student name is overwritten every Saturday with data from MyED based on the Student Number. Please note that any changes you make will be overwritten this Saturday.

4. Change Requested Grade

Will be useful when requests are waiting for a long time and requested period is not relevant yet. Requested Grade affects available programs for assignment.

 **Waitlist Tools for John Brown** ✕

Attach Number Rename Student **Change Grade** Assign Waitlist View Changelog

First Name	John	Last Name	Brown
Student Number	1111111	Date of Birth	
Current Grade	04	Requested Grade	03 ▼
Current School	Golden Ears Elementary		
Waitlist Program	Yennadon Elementary -- English		

Change Requested Grade

Displays only greater than or equal to the current grade available in the initial period.
Please note that Requested Grade affects the periods and programs available for placement.

5. Waitlist Management Tools




Clicking on this button will open a pop-up window with all the tools described above

6. Attach Student Number

The new “Attach Student Number” tool shows matching numbers already found in MyED for attaching. You do not need to enter the number manually.

Please note that the matching mechanism is based on the student's name and date of birth, if there is any mistake with the name, correct the name first.

Also please note that we receive data from MyED every night and the newly entered numbers in MyED will be available on the Parent Portal the next day.

 **Waitlist Tools for John Brown** ✕

Attach Number	Rename Student	Change Grade	Assign Waitlist	View Changelog
First Name	John	Last Name	Brown	
Student Number	Select a Number ▼	Date of Birth		
Current Grade	Select a Number 11111111	Requested Grade	03	
Current School	Golden Ears Elementary			
Waitlist Program	Yennadon Elementary -- English			

Attach Student Number

Displays only numbers that match the student's name and date of birth in MyED.
Please note that updated data from MyED is synchronized with Parent Portal every night.