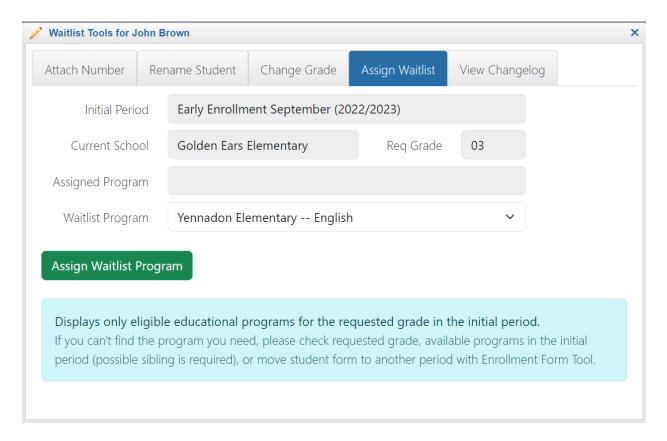


# Waitlist Management Tool



### 1. Assign Wailtlist 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).





#### 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	<b>Q</b> 52466

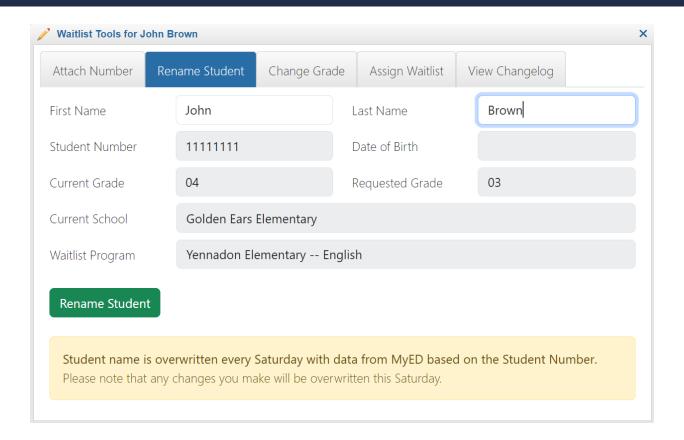
#### 3. Rename Student

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.

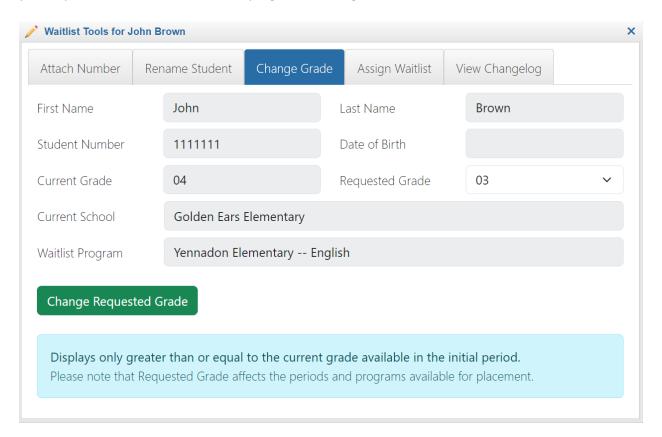






## 4. Change Requested Grade

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.



## 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.

