

# Clerical Meeting

Thursday, November 26, 2020

# Agenda

- Welcome
- Covid 19 Update
- Profile Review
- Documentation and Foundations
- Document Review Process
- Updates

# Covid 19

- District [Staff Daily Health Check](#)
- Perform the check daily before you come to work
- Concerns? Call 811 HealthLink BC – free, 24 hours a day
- Drive up testing available (Barnett & Lougheed) – need to isolate (sick days) after having test done until you receive a result
- District Matters email
- CRSB – [Canada Recovery Sickness Benefit](#)

# Profile Review

- Very important to have *clean data*
- Be familiar with guidelines and review profiles **EVERYTIME** you open them
- Clerical Updates Page
  - [Profile Verification – Data Entry Guidelines](#)
  - [Grade Grad Status chart](#)
- Let's look at 61339 together

# Documentation and Foundations

- Documentation Process
- Reminder that work permits require 2 pieces of proof of employment (pay stubs)
- If both Refugee status and Work Permit are produced, take Refugee status
- Data entry guidelines for Foundations level, status and comments short forms

# Documentation Review Process

- Revised process
- Email template in ceaccounts
- Instructions available on website – clerical updates

# Updates

- Lumens
  - Moodle Integration
  - Active and Withdrawls
- Transcripts and Diplomas
- Changes to Grade book for CLOC through Shawn

- Henry Ford

- “When everything seems to be going against you, remember that the airplane takes off against the wind, not with it.”