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| **PROFILE VERIFICATION – DATA ENTRY GUIDELINES** | |
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| ***Demographics tab*** | |
| Last name | * Legal last name * Use proper case |
| First name | * Legal first name * Use proper case |
| Middle Name | * Legal middle name * Use proper case |
| Alternate First Name | * This field should be blank unless Alternate First Name is DIFFERENT from Legal first name * Use proper case |
| Alternate Last Name | * This field should be blank unless Alternate Last Name is DIFFERENT from Legal Last name, i.e. maiden name * Use proper case |
| Legal Gender | * Select Female or Male (corresponds with gender on documentation) |
| Date of Birth | * Format is mm/dd/yyyy |
| Personal Education Number | ***What is a Personal Education Number?***   * Students entering B.C.’s education system are assigned a Personal Education Number (PEN) - a unique nine-digit number.  If they attended a B.C. K-12 school since 1993, wrote a provincial exam since 1986 or attended a B.C. Public Post-Secondary Institution since 1998, they MAY have a PEN. * This field will be blank for most new profiles * If student is in MyEd, update with PEN from MyEd. |
| Social Insurance Number | * For BCJS students ONLY, otherwise field should be blank * This is an encrypted field and is not available for viewing by staff |
| Status in Canada | ***School-aged***   * To be consistent with MyEd, it is the citizenship status of the parent that is to be entered in the Status in Canada field   ***Adult***   * Selection is based on status in Canada documentation   NOTE: See pages 4 and 5 |
| PRC Number | * Required for LINC students only |
| Country of Birth | * As entered by student or verified in MyEd |
| Home Language | * As entered by student or verified in MyEd |
| **PROFILE VERIFICATION – DATA ENTRY GUIDELINES** | |
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| ***Demographics tab*** | |
| International Funding Eligible | * Default is N/A * No - If status is International * Yes - If status is International Funding Eligible |
| Work/Study Permit Expiry Date | * If status is International Funding Eligible, enter the work/study permit expiry date   NOTE:  If Refugee documentation is accompanied by a work permit, DO NOT enter the work permit expiry date in this field. Status is REFUGEE, NOT INTERNATIONAL FUNDED |
| Graduation Status | Has the student graduated high school? Select either:   * Yes, I have graduated high school * No, I have not graduated high school |
| Year of Grad | * Currently we are not using this field |
| Graduation Program | Selections are:   * 2018 (80 credit)   Students in Grades 10 and 11 in the 2017/18 school year – and beyond – are on the 2018 Graduation Program.   * 2004 (80 credit)   Students who graduated prior to July 2018 were on the 2004 Graduation Program.   * 1996 (52 credit) * 1986 (13 course) * 1950 (Adult)   Students must be 18 years of age or older or have the principal’s approval to enroll in the Adult Graduation Program. |
| Grade Level | * For non-graduated school-aged students, select the appropriate grade level (Kindergarten through Grade 12) * For graduated school-aged students and non-graduated/graduated adults, the selection is N/A |

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| **PROFILE VERIFICATION – DATA ENTRY GUIDELINES** | |
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| ***Demographics tab*** | |
| What school are you currently attending? | * If currently in day school, the home school is the school where the student is taking most of their courses.   ***IF NOT IN DAY SCHOOL OR GRADUATED:***   * Select Coquitlam Open Learning if the student is taking self-paced/flex-paced courses * Select Coquitlam Continuing Education if the student is taking HSC face to face courses * Select Coquitlam Continuing Education if the student is taking Foundations courses |
| Pupil Number | * The pupil number is unique to MyEd. If student is in MyEd, update with Pupil Number from MyEd. |
| Foundations Assessment Level | New students wishing to take a Literacy Foundations class need to complete an English language assessment at which time their Foundations Assessment Levels are determined.   * Foundations Levels 1-7:   Enter F1, F2, F3, F4, F5, F6 or F7   * Literacy Foundations Speaking & Listening Levels 1/2:   Enter S1 or S2   * Literacy Foundations Writing Levels 3-7:   Enter W3, W4, W5, W6 or W7 |

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| ***STATUS IN CANADA*** |
| The following provides guidelines for Status in Canada data entry in Lumens.  If Status in Canada is:   * Canadian Citizen * Permanent Resident/Landed Immigrant * Refugee (and Claimants)     If Status in Canada is:   * International     If Status in Canada is:   * International Funded   + Work permit   + Study permit (enrolled in degree or diploma granting program at a public or private post-secondary institution in BC) |

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| **PROFILE VERIFICATION – DATA ENTRY GUIDELINES** | |
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| ***Phone and Address tab*** | |
| ***Primary Address*** |  |
| Primary Address Type | * For most of our students, the selection will be Home |
| Country | * Default is Canada |
| Line 1 > Address | * Unit/Apt number should be placed before the civic number with a hyphen in between   Example:  10-123 Main St   * Use abbreviations for Street Types   Avenue Ave  Boulevard Blvd  Circle Cir  Court Crt  Cul-de-sac CDS  Drive Dr  Place Pl  Plateau Plat  Point Pt  Private Pvt  Road Rd  Street St  Terrace Terr |
| Line 2 > Address |  |
| City |  |
| Province |  |
| Postal Code | * Proper formatting is V3K 5G2 |
|  |  |
| ***Secondary Address*** | * These fields should only be populated if DIFFERENT from Primary Address * Delete if SAME as Primary Address |
| Internal Comments | * The staff entries in this field detail the status of documentation requested for the student or provided by the student. * Refer to Documentation Acronyms (page 7) for abbreviations to use when listing documentation |
| Staff Approval of Profile Documentation |  |

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| **DOCUMENTATION ACRONYMS**  **LEARNER PROFILES** | |
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| **PROOF OF STATUS IN CANADA** | |
| * **CDN BCERT**   Canadian birth certificate | * **WPM**   Work Permit, **and** proof of current employment (within last 30 days, minimum of 20 hours per week) |
| * **CDN PP**   Canadian passport | * **SPM**   Study permit, **and**  Post-secondary Letter of acceptance or transcript |
| * **CDN CIT**   Canadian Citizenship card/certificate | * **NEX**   Nexus Card with Citizenship listed as CAN (Canadian) |
| * **LD**   Record of Landing/Confirmation of Permanent Residence | * **REF**   Refugee Claimant Documentation conferring status (Convention refugee or refugee claimant) |
| * **PRC**   Permanent Resident Card (front and back**)** | * **FN**   Certificate of Indian status |
| **PROOF OF RESIDENCY** | |
| * **BCDL**   BC Driver’s Licence or Enhanced BC Driver’s Licence | * **BCVR**   BC vehicle registration |
| * **BCID**   BC Identification (BCID) | * **CDN BNK**   Canadian bank account statement-showing name and address |
| * **BCSC**   BC Services Card | * **CDN CR**   Canadian credit card statement-showing name and address |
| * **TENAGR**   Long-term Tenancy agreement – showing name and address, OR Letter from landlord (not tenant) attesting to residency and length of tenancy | * **PTS**   Property tax statement-showing name and address |
| * **PPA or MORT**   Property purchase agreement or Mortgage Agreement- showing name and address | * **MTB**   Municipal Tax Bill |
| * **NOA** or **T4**   Notice of Assessment (Income Tax Statement) or T4-showing name and province of residency | * **UTIL**   Home or mobile phone, Hydro, Internet/Cable, Household Gas bill |
| * **POE**   Proof of Employment for a minimum of 20 hours per week (eg. Pay stub, letter from the Employer) | * **OTH**   Other (not listed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROFILE VERIFICATION – DATA ENTRY GUIDELINES** | |
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| ***Parent or Guardian Information, if applicable (school-aged students ONLY)*** | |
| LMS Username | O365 Username |
| LMS Password | O365 Password |
| Parent/Guardian E-mail address |  |
| Parent/Guardian legal Name |  |
| Relationship to Student |  |
| Parent/Guardian Phone Number |  |
| Parent/Guardian Cell Phone Number |  |
| Special Education Designation | * This field is relevant for in-district students, Summer Learning registrations ONLY * When verifying the profile, the SPED Designation can be found on the Programs tab in MyEd |
| English Language Learning Level | * This field is relevant for in-district students, Summer Learning registrations ONLY * When verifying the profile, the English Language Learning Level (Years of ELL) can be found on the Programs tab in MyEd |
| Company |  |
| **O365 Test Username** | ? |
| **Moodle Test Username** | ? |