|  |
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| **PROFILE VERIFICATION – DATA ENTRY GUIDELINES** |
|  |
| ***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** |
|  |
| ***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** |
|  |
| ***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** |
|  |
| ***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 AveBoulevard BlvdCircle CirCourt CrtCul-de-sac CDSDrive DrPlace PlPlateau PlatPoint PtPrivate PvtRoad RdStreet StTerrace 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** |
|  |
| **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** | ? |