

TRAX Flowchart - DL and Alternate Programs

**** Make sure to inform the Ministry that you are going electronic and that you are not a regular school meaning your records should not replace the BC Ministry copy - it should just append with the SD83 collected information. This is because you are not keying in all TRAX history for that student, just adding SD83 stuff**

Year Pre-Requisite:

1. Ensure Ministry Definitions are behind all appropriate master schedule course & Sections
 - Use SCH.617 to copy your master schedule from the previous year
 - TRA.925 copy Ministry definitions from previous year,
 - Use TRA.927 to check for totally invalid year/month values
 - Use SCH.553 to list all master schedule and TRAX definitions for verification
 - Resolve missed course/sections and doublecheck levels and year/month matches term!
 - Ensure all of the examinable courses also have a section '99' Q course that you can use to identify kids not getting the full examinable course
 - Sign-off on SCH.553 and from then on ANY changes to master schedule or ministry definitions should be done carefully (suggest one person manage)
 - SCH.902DL - Copy forward not completed courses from the previous year (then SCH.611 and SCH.901 cleanups)

WHEN TO DO: As you start activity for the new School Year

The primary difference between regular school trax and DL is that

- in primary schools they input and transmit ALL trax for the kids enrolled at the school
- in DL schools we pick the student to send based on whether they have completed a course in the timeframe indicated. If TRA.100A is used, then all trax records we have onfile for that student are sent, but only for kids completing something in that timeframe that are not enrolled in regular schools.

- * It is critical that DL not run the school standard build options . Running TRA.201 instead of TRA.201CE would be disastrous !!!
- * In DL schools, the important step is to put a final mark in the F% bucket. This triggers a completion date driving the trax record to build
For examinable courses, you can input the mark in SC% but you must also input into F% in order for it to show/be completed
- * The only manual entries that should go into the transcript direct are external credits and only if the student is not attending a reg school in your district (else the home school will deal with trax and external credits). Input achieved at school as 999 for such external credit

DL Schools may choose to electronically prepare and send trax details as often as makes sense but on the standard school schedule. This means at maximum you can send Nov (11), Jan(01), April (04), and June (06)

Each TRAX Preparation

