

# Checklist


## Mozaik-Portal

Change of school year or change of  
school

*For members of the school administration*

## In your workspaces:

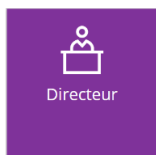


Automated protocols are associated with the school, not the person who created them. You have access to the list of active and inactive protocols for the school. It's important to check whether the protocols display this icon . This indicates that, in the protocol:

- At least one person in charge is no longer employed by the school.

AND/OR

- At least one descriptor has been modified or disabled by GRICS or your School Board.










Regarding your Principal tile, here's what you need to remember when changing school years.

Portal sections	When changing school year
<i>Communications</i>	<b>Posts:</b> <b>Current year only</b> (even for the post history) <b>Emails:</b> Emails from previous years are available in your Outlook mailbox, under <i>Sent Items</i> .
<i>Student confidential files</i>	The list will adjust by displaying <b>active support plans</b> . Plans from another school <b>of the same SB</b> will be displayed with a grey background. (Also available during the school year.)
<i>My Data</i>	List of follow-up events for the <b>current year only</b> .
<i>Active Monitoring</i>	Dashboard for the <b>current year only</b> . Students displayed are those with at least three subjects with a specific classification.
<i>Observation and Intervention Monitoring</i>	Dashboard for the <b>current year only</b> (maximum last four months).

## Student's record – Change of school year or change of school

N/A: Not applicable. Information for the current school year only.

Student's Record tabs	Same school	Different school, same institution	Different institution
Profile 	N/A	N/A	N/A
Evaluation 	<b>Activities:</b> N/A	<b>Activities:</b> N/A	<b>Activities:</b> N/A
	<b>Report cards:</b> See <i>Official report cards</i> for previous years' report cards (available to some staff members).	<b>Report cards:</b> See <i>Official report cards</i> for previous years' report cards (available to some staff members).	<b>Report cards:</b> N/A
OIM 	<b>Only members of the administration</b> have access to the history of the previous three years through the <i>Filters</i> button.	Does not transfer. Remember to use the <i>Printable version</i> button to save the history before the change of schools.	Does not transfer. Remember to use the <i>Printable version</i> button to save the history before the change of institution.
Schedule 	N/A	N/A	N/A
Attendance 	N/A	N/A	N/A
SCF 	The support plan will be available the following year.	The support plan will be available for viewing.	Does not transfer.
Events 	N/A	Follow-up events are associated with the school. Does not transfer.	Follow-up events are associated with the school. Does not transfer.

# MOZAÏK-PORTAL

Support



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