

Two Methods for Requesting MET #s

The MET number is a one time issue for a student and will follow them from Kindergarten to Grade 12.

1. **EIS collection** –This is the best option because it is electronic and cuts down the time of manual processes. Input your student information in EIS collection (Instructions are on page 2).

Each fall a CD is sent to every school, so there should be one in your school already. If you cannot find the CD you have 2 options:

- Download the collection tool at: <http://www.edu.gov.mb.ca/k12/eis/index.html>
- Call 926-3443 or toll free at 1-877-926-3443 to request another CD.

Note:

- The same MET # is used by the student for K-12.
 - EIS collection disks are sent at the start of every school year and the process happens every year; this ensures that student information is kept current reporting which students are in your school, in which grades
 - First time users of EIS Collection - Enter all students in all grades into EIS Collection, not just the students for the assessments. That way students doing assessments next year will already have their MET #s and students who want to write their Grade 12 tests will have MET #s for entry in PTSR.
 - Previous users of EIS Collection – need to do the “Year end update” in EIS Collection and then enter only the new students including Kindergarten students before exporting the new year demographic file for MET numbers. The instructions are in the “Manual” in EIS Collection under “Help”.
2. **Fill in form & fax** - Go to <http://www.edu.gov.mb.ca/k12/studrec/metno.html> & click on MET # request forms link. Complete the form and fax to 204-773-2411. This option is to be used for VERY SMALL (under 10) numbers of requests.
Make sure you write a note on the MET Request form that you need these for using the CAR web application.

Help:

Regarding EIS collection: 1-877-926-3443 or 926-3443

Regarding MET #s: 1-800-667-2378 ext 227 Donna Tucker or ext 239 Doris Brown (after October, ext 230 Joanne Zimmer) - Student Records

Regarding Web Applications: 1-800-282-8069 ext 6156

EIS Collection Data Entry Instructions

1. Once EIS Collection is installed and started.
2. Enter your school on the default settings screen.

Default Settings

EIS to be used at: First Nations School

First Nations School: 1668 Amos Okemow Memorial School

Academic Year: 2011

Enrolment Date: 2011/Sep/06

Date Format: yyyy/MMM/dd

Other

LOI: 01 English

Semester: 0 FULL YEAR

Delivery: 01 CLASSROOM

TPP Program: EN English

School Track: 14 English

Display Language: English / Anglais

Teacher Month End - Year: 2011

Teacher Month End - Month: September

Academic Year must be the current year: **2012**

Teacher Month End - Year must be current year: **2012**

3. Select Student / Enrolment Information from the Student Menu option.

EIS Collection

File Student Teacher Institution Options Reports

Student / Enrolment Information Ctrl+F1

BEF Program % Ctrl+B

Import

Export

Generic (Comma Delimited)

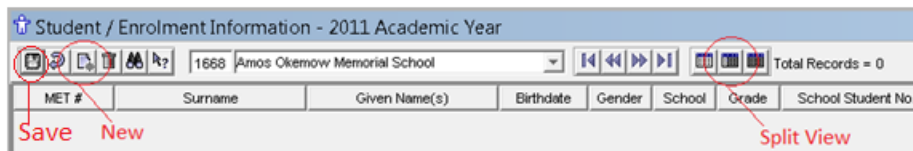
Database

Combine Duplicate MET # Students

Graduate Students

Year End Update

4. Select the Split View option
Select New to add a student



5. Enter the student's LEGAL Surname, Given Name(s), Birthdate and Gender.
 - Name should be as it appears on the student's birth certificate
6. Enter the student's previous name if there has been a legal name change
7. Enter the student's aboriginal identity (This field is optional – contact the Aboriginal Education Directorate – AED for details on what this information is used for.)
8. Change to Resident Division field to the closest PUBLIC division to your school. If you unsure which division to use, select Frontier School Division.
9. The School Student No field can be left blank
10. Enter the student's Grade and Postal Code

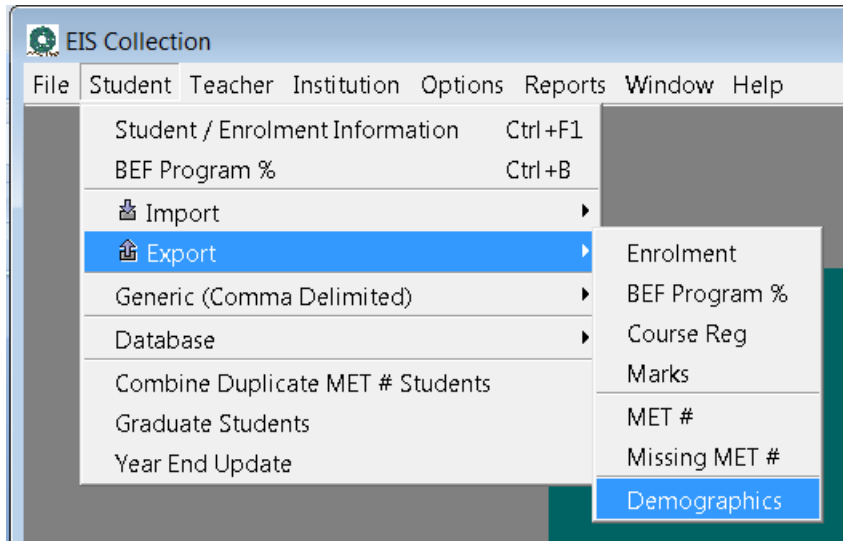
This will say 2012.

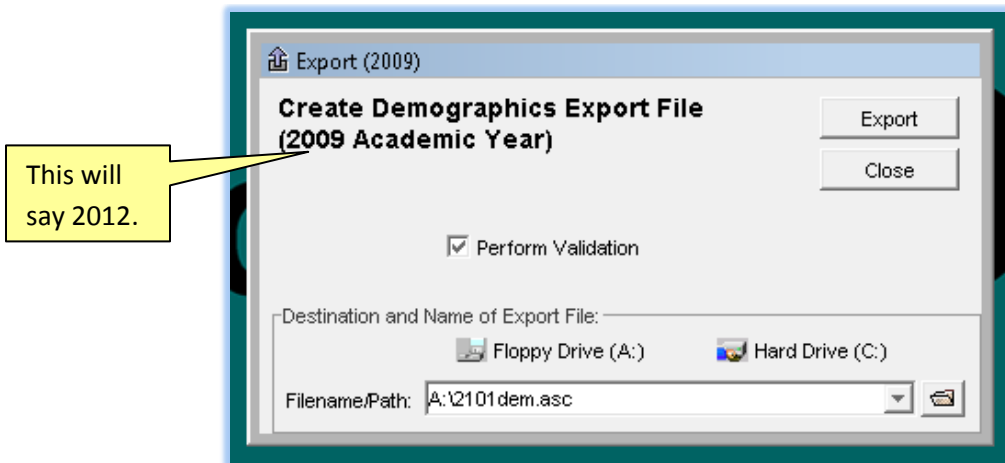
MET #	Surname	Given Name(s)	Birthdate
SMITH	DANIEL LEIGH		2000Ma

Only the above Enrolment Information is Needed.

Enter 2012 Enrolment date.

11. Select Save
12. Once all the students have been entered, export the Demographic file and send it to the Student Records Unit.





13. Academic year should be the current academic year.
 - Perform validation box must be checked
 - Use Filename/Path and save the file to your desktop for easy retrieval. The file created should include your school number and dem.asc (this is the file you will be sending to Student Records).

14. You will get the following warning – select Continue export. The missing MET # Report can be ignored as well. Any other warnings must be corrected before sending file.



15. Send the demographic file to Student Records through the transfer website. School must be set up to use the site. Contact Student Records for instructions.