


Contact Information – Do's and Don'ts

Contact (parents/guardians and emergency) information is critical data for our students in the district. It is really important, therefore, to ensure that we accurately reflect information for student contacts in our student information system. Contacts in MyEd are quite complex in that they are “shared” among related students. It is equally important that we have one record per contact in our district. This enables our end users to make changes for contacts and have it update across all of the students the contact is shared with.

To ensure there is one record per contact, please use the following procedure when adding a contact:



Adding a Contact to a Student

1. Select the student and click into Contacts ST
2. Options > Add
3. Click on the pick list  to search for this contact in the system

Save
Cancel

General

Addresses

First name *	<input type="text"/>
Last name *	<input type="text"/>  
Gender	<input type="text" value="▼"/>

4. Set your selection type to All Contacts

Selection type

All Contacts ▼

The only time you would actually type in these fields is if you did a search for the contact, and could not find an existing record or you needed to edit/update the information. In this case, please carefully follow the guidelines below for editing and creating contacts

Below are some further guidelines for entering contact details in MyEdBC:

DON'T:

- Overwrite an existing contact with another/ new contact's name or information. If the individual is no longer a contact, DELETE them from the student's record, and then Add any new contacts according to district guidelines
- Put in a symbol or single letter (?, A, ., ") for any part of the contact's name
- Put in "unknown" (or any other word) for a contact's last name. If no last name is provided either do not use the contact, or retrieve the appropriate information from the parent.
- Put two names together in the first name field. If both Grandma and Grandpa are contacts (for instance), then create two contact entries
- Remove contact information by 'backspacing' through the data or highlighting fields and pressing 'Delete'. If the contact is no longer applicable to a student, then delete the record from the student's record.
- Enter doctors or dentists as contacts

DO:

- Ensure that there is only one contact person per entry with complete and accurate information (correct spelling, contact's first AND last name)
- Ensure that you Delete and entire record if no longer applicable and Add a new contact record for a new contact
- Ensure you follow district guidelines for numbering contacts:
 - Start with the parents/guardian with **priority #1** and the 'type' set to **Regular contact**
 - The next parent/guardian will be **priority #2** and the 'type' set to **Regular contact**
 - If there are further parents/guardians (ie mom and/or dad remarry, for example) then use **priority #3** and the 'type' set to **Regular contact**
 - If there is a fourth step parent/guardian, then this contact will be **priority #4** and the 'type' set to **Emergency Contact**
 - Any contacts after the parents/guardians will be numbered sequentially up to a total of **priority #6** and set the 'type' to **Emergency contact**
 - Out of district contacts will be **priority #9** and set the 'type' to **Out of district**
- Ensure that you enter contact information only once you have all the relevant data