

The Chart below is a visual representation of the access given to different contact types:

	Foster Parent	Social Worker	Homestay
SD42 Parent Portal	X	✓	✓
MyClass	X	✓	X

Parent Portal is an SD42 site – not connected to MyEd, but information is pulled from MyEd for Parent Portal

From MyEd - 'Contact has family portal access' = **MyClass Account**

Foster Parents: Do not receive access to the SD42 Parent Portal or MyClass unless there is an MCFD letter of permission on file in which case they would then be given access to the student's MyClass account, NOT receive a parent MyClass account.

Social Worker: Access given for both the Parent Portal and MyClass

Homestay: **Homestay families are encouraged to sign up for the [SD42 Parent Portal](#).

Entering Homestay Families as Contacts in MyEdBC:

Relationship: **Homestay Family**
 Type: **Emergency**
 Parent Auth or Guardian: **box unchecked**
 Contact has family portal access (MyClass): **box unchecked**

These settings will allow the **homestay family to appear on the student verification form on page 2 as emergency contacts**. They **are not** the student's Parental Auth or Guardian and therefore **ARE NOT** to be indicated as such.

The screenshot shows the 'General' tab of a contact form in MyEdBC. The form includes the following fields and settings:

- Primary District:** [Dropdown]
- Emergency priority:** [Input: 4]
- Title:** [Dropdown]
- Legal first name*:** [Input: Ima]
- Legal last name*:** [Input: Test]
- Suffix:** [Dropdown]
- Usual first name:** [Input]
- Usual last name:** [Input]
- Gender:** [Dropdown]
- Relationship:** [Dropdown: Homestay Family] YES
- Type:** [Dropdown: Emergency]
- Permissions:**
 - Receive grade mailing: NO
 - Receive contact mailing: NO
 - Receive other mailing: NO
 - Receive email: YES (checked)
 - Include on IEP: NO
 - Prevent Autodialing: NO
- Parental Auth or Guardian?** NO
- Contact can pick up?** YES (checked)
- Contact lives with student?** YES (checked)
- Contact has family portal access:** NO
- Volunteer?** NO

Shared Contact Information:

- Home phone: [Input: 804-453-4200]
- Call phone: [Input]
- International Phone #: [Input]
- Primary email: [Input: ima_test@sd42.ca]
- Alternate email: [Input]
- Work phone: [Input]
- Work Phone Extension: [Input]
- Pager Number: [Input]

Entering Agents of International Students as contacts in MyEdBC:

Relationship: **AgencyRep**
Type: **Regular Contact**
Parent Auth or Guardian: **box checked**
Contact has family portal access (MyClass): **box checked**

The screenshot shows the 'General' tab of a contact form. At the top are buttons for 'Options', 'Reports', 'Help', 'Save', and 'Cancel'. Below are two tabs: 'General' (selected) and 'Addresses'. The form fields are as follows:

Emergency priority	3	Receive grade mailing	<input type="checkbox"/>	Parental Auth or Guardian?	<input checked="" type="checkbox"/>
Title		Receive conduct mailing	<input type="checkbox"/>	Contact can pick-up?	<input checked="" type="checkbox"/>
Legal first name *	Captain	Receive other mailing	<input type="checkbox"/>	Contact lives with student	<input type="checkbox"/>
Legal last name *	Kim	Receive email	<input checked="" type="checkbox"/>	Contact has family portal access	<input checked="" type="checkbox"/>
Suffix		Include on IEP	<input type="checkbox"/>	Volunteer?	<input type="checkbox"/>
Usual first name	Gihyun	Prevent Autodialing	<input type="checkbox"/>		
Usual last name	Kim				
Gender					
Relationship	AgencyRep				
Type	Regular Contact				

Please note that "Step-Parents" are not legal guardians unless they have legal documentation from the court. **DO NOT** check the Contact has family portal access box.

The screenshot shows the 'General' tab of a contact form for a Step Parent. The form fields are as follows:

Primary District		Receive grade mailing	<input type="checkbox"/>	Parental Auth or Guardian?	<input type="checkbox"/>
Emergency priority	2	Receive conduct mailing	<input type="checkbox"/>	Contact can pick-up?	<input checked="" type="checkbox"/>
Title		Receive other mailing	<input type="checkbox"/>	Contact lives with student	<input checked="" type="checkbox"/>
Legal first name *	Ima	Receive email	<input type="checkbox"/>	Contact has family portal access	<input type="checkbox"/>
Legal last name *	Teat	Include on IEP	<input type="checkbox"/>	Volunteer?	<input type="checkbox"/>
Suffix		Prevent Autodialing	<input type="checkbox"/>		
Usual first name					
Usual last name					
Gender					
Relationship	Step Parent				
Type	Regular Contact				