



## SD42 Maple Ridge-Pitt Meadows

### Setting Contact Priority – Converted Data

Student contacts in MyEdBC are located in a single table and may be viewed by navigating to:

- ✓ School View > Student TT > Contacts ST

Schools should review their converted information and ensure that the priority contact numbering for the students contacts follow the guidelines listed below.

#### Emergency Priority Checkbox

In order to have MyEdBC print out student reports with the correct and prioritized contact information, you will need to ensure that the priority numbers are **only used once**. (Maximum of 6 contacts per/student)

- Start with the parents/guardian with **priority #1** and the 'type' will be a **'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 re-marry) then you can use up to **priority #3 as a regular contact**.
- **IF** there was a fourth step parent/guardian (both mom and dad re-marry, for example), this contact will be a **priority #4** but the type will be set to **'emergency contact'** (see sample 1 below)
- Any contacts after the parents/guardians will be numbered sequentially up to a total of **priority #6** and the 'type' set to **'emergency contact'** (see sample 2 below)
- Out-of-district contacts will be **priority #9** and the type will be set to **'out of district'**
- Please **DO NOT** use doctor/dentist fields in MyEdBC

Sample 1 (blended family, mom and dad both re-married)

Priority	Name	LivesWith	Parent or Guardian?	PickUp?	Address	Relationship	HomePhone	WorkPhone	CellPhone	Email	Type	Volunteer
1	Provost, Sage	N	Y	N	21530 Berry Avenue Maple Ridge, BC V2X 2C8	Mother	(250)555-1234	(250)555-2345	(250)555-3456		Regular Contact	N
2	Hendrik, Phoenix	Y	Y	N	21530 Berry Avenue Maple Ridge, BC V2X 2C8	Father	250-555-1234		250-555-3456	email01@email.com	Regular Contact	N
3	Hendrik, Sally	Y	Y	Y		Step Mother	250-555-1234				Regular Contact	N
4	Prevosto, John	Y	N	Y		Step Father	250-555-1234				Emergency	N
5	Vessey, Susan	N	N	N		Family Member	250-555-1234		250-555-3456		Emergency	N
6	Inedale, Dakota	N	N	N		Grandmother	(250)555-1234		(250)555-3456		Emergency	N
9	Hoffman, Charlie	N	N	N		Friend		(250)555-2345			Out of District Contact	N

Sample 2 (single parent)

Priority	Name	LivesWith	Parent or Guardian?	PickUp?	Address	Relationship	HomePhone	WorkPhone	CellPhone	Email	Type	Volunteer
1	Aldridge, Indigo	Y	Y	N	25-11067 Bamston View Road Pitt Meadows, BC V3Y 2X3	Father	250-555-1234		250-555-3456	email01@email.com	Regular Contact	N
2	Vatcher, Leigh	N	N	Y		Friend	(250)555-1234		(250)555-3456		Emergency	N
3	Schmidt, Darby	N	N	Y		Grandfather		(250)555-2345			Emergency	N
9	Stratton, Harley	N	Y	N	25-11067 Bamston View Road Pitt Meadows, BC V3Y 2X3	Friend	(250)555-1234		(250)555-3456		Out of District Contact	N