

“Not Legal Guardian” Access

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

	Step Parent	Foster Parent	Social Worker	International Agent	Homestay
SD42 Parent Portal	X	X	✓	✓	✓
MyClass (MyEd Family Portal)	X	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**

Step Parents: Do not receive access to the SD42 Parent Portal or MyClass unless there are Court Documents making them a legal guardian or a letter of permission on file from Legal Parent, in which case they would be given a parent 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 be given 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.

Options ▾ Reports ▾ Help ▾

Save Cancel

General Addresses

Primary District		Receive grade mailing	<input type="checkbox"/> NO	Parental Auth or Guardian?	<input type="checkbox"/> NO
Emergency priority	4	Receive conduct mailing	<input type="checkbox"/> NO	Contact can pick up?	<input checked="" type="checkbox"/> YES
Title		Receive other mailing	<input type="checkbox"/> NO	Contact lives with student	<input checked="" type="checkbox"/> YES
Legal first name *	Ima	Receive email	<input checked="" type="checkbox"/> YES	Contact has family portal access	<input type="checkbox"/> NO
Legal last name *	Test	Include on IEP	<input type="checkbox"/> NO	Volunteer?	<input type="checkbox"/> NO
Suffix		Prevent Autodialing	<input type="checkbox"/> NO		
Usual first name					
Usual last name					
Gender					
Relationship	Homestay Family				
Type	Emergency				

Shared Contact Information

Home phone	604-463-4200	Work phone	
Cell phone		Work Phone Extension	
International Phone #		Pager Number	
Primary email	ima_test@sd42.ca		
Alternate email			

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

Options ▾ Reports ▾ Help ▾

Save Cancel

General Addresses

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				

Entering Step Parents as Contacts in MyEdBC:

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.

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

These settings will allow the **Step Parent 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.

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