

Monthly To - Do

November 2022

Issue # 004

- [Entering Alerts](#)
- [Adding Inclusions](#)
- [Student Out Database spreadsheet](#)

SD42 Clerical Resources

- [MyEd SD42 Clerical](#)
- [Elementary Clerical Binder](#)
- [SD42 MyClass ~ a place for parent and student info.](#)

DID YOU KNOW?

- The Ministry of Education has a [Standards Manual](#)
- The Ministry of Education also has an excellent [information site for School Users](#)

Lest we Forget



Can you believe it's already November? Time is flying by!

Student Verification Forms – Please ensure the forms are signed by parents/guardians and dated prior to making any changes in MyEdBC. When replacing the SIV forms in the office binder, please make sure to take the previous forms and file them into the appropriate student G4 files. Do not shred them as they are used quite often to verify enrollment and/ or addresses.

As a thank you for your attention to details and reaching out to us for help if you're unsure, we invite you to email us the phrase "It's all in the details", by the end of November and we will send you a small gift.

Please join us on MS Teams [Tuesday, November 22 at 10:45 am](#) for a training and support session, where we will be walking through and explaining Alerts and Inclusions per Ministry standards. An invitation has been emailed out to you all. If you did not receive it for some reason, please email us at myedbchelpdesk@sd42.ca and we will forward the invitation again.

We look forward to seeing and hearing from you all soon.

Warm regards,

Natalie and Serena
MyEd Team