

Monthly To - Do

April 2023

Issue # 009

Handy Handouts

- Contact Do's and Don'ts
- Pre-Registration for Next Year
- Pre-Transition for Next Year

Clerical Information Session:

Thursday, April 13, 2023

11am via Teams

**Please join us to go over some year end processes*

DID YOU KNOW?

- The Ministry of Education has a Standards Manual
- The Ministry of Education also has an excellent information site for School Users
- Secondary – Graduation Handbook of Procedures



“Double cherry blossoms flutter in the wind, one petal after another.” – *Masaoka Shiki*

Over Spring Break, a lot of time was spent on cleaning up the Student Contact List – in particular, the number of duplicate Contacts. We also discovered multiple Contacts whose information had been overwritten with a different person's Contact information. This may result in a FOIPPA Breach if a Contact is able to see information for an unrelated student. We have created a new graphic document to illustrate the Incorrect and Correct way of deleting and adding Contacts. Please review this document immediately and revise your methods of editing Contacts.

As an incentive for reviewing the attached “Contact Data Overwrite” document, we invite you to email us the colour of Contact B to myedbchelpdesk@sd42.ca, by the end of April and we will send you a small token of our appreciation.

Warm regards,

Natalie and Serena

MyEd Team