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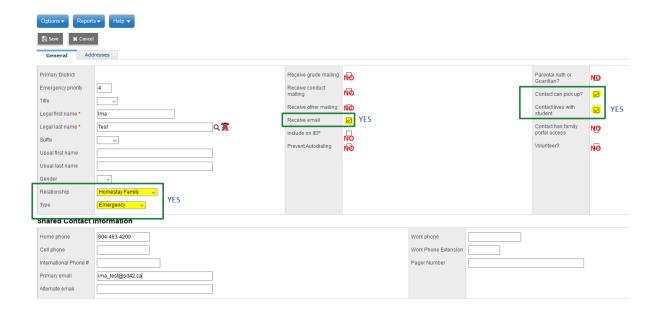
Social Worker: Access given for both the Parent Portal and MyClass

Homestay: **Homestay families are encouraged to sign up for the SD42 Parent Portal.
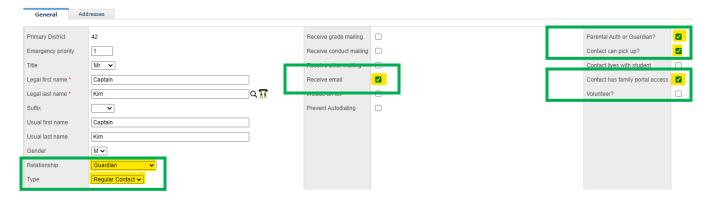
Entering Homestay Families as Contacts in MyEdBC:

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.

Entering Agents of International Students as contacts in MyEdBC:

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

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		Receive grade mailing	☐	Parental Auth or Guardian?	☐
Emergency priority	2	Receive conduct mailing	☐	Contact can pick up?	☑
Title	▾	Receive other mailing	☐	Contact lives with student	☑
Legal first name *	Ima	Receive email	☐	Contact has family portal access	☐
Legal last name *	Test	Include on IEP	☐	Volunteer?	☐
Suffix	▾	Prevent Autodialing	☐		
Usual first name					
Usual last name					
Gender	▾				
Relationship	Step Parent ▾				
Type	Emergency ▾				