

“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
Emergency priority 4
Title
Legal first name * Ima
Legal last name * Test
Suffix
Usual first name
Usual last name
Gender
Relationship Homestay Family
Type Emergency YES

Receive grade mailing NO
Receive conduct mailing NO
Receive other mailing NO
Receive email YES
Include on IEP NO
Prevent Autodialing NO

Parental Auth or Guardian? NO
Contact can pick up? YES
Contact lives with student YES
Contact has family portal access NO
Volunteer? NO

Shared Contact Information

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

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

General Addresses

Primary District 42
Emergency priority 1
Title Mr.
Legal first name * Captain
Legal last name * Kim
Suffix
Usual first name Captain
Usual last name Kim
Gender M
Relationship Guardian
Type Regular Contact

Receive grade mailing
Receive conduct mailing
Receive other mailing
Receive email
Include on IEP
Prevent Autodialing

Parental Auth or Guardian? YES
Contact can pick up? YES
Contact lives with student
Contact has family portal access YES
Volunteer?

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