



Linking Student Contacts

MyEducation BC works upon the premise of one person – one record.

In the situation where there are students in the school and the contact records have been entered at different times and you want to link the parent contact records so that there is one record per parent.

<input type="checkbox"/>	Name	Alerts	Gender	Pupil #	PEN	Photo	YOG	School > Name	QuickStatus	Homeroom	HR Teacher
<input type="checkbox"/>	Doe, Jane					View	2029	Robert L Clemitson Elementary			
<input type="checkbox"/>	Doe, John					View	2027	Robert L Clemitson Elementary			

Step 1. Inspect the contact records for the parent (person)

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools

Student List :: 04 - Doe, John

Details Options Reports Help Search on Priority a-z

Contacts

<input type="checkbox"/>	Priority	Name	ID	Relationship	LivesWith	Parent or Guardian?	PortalAccess
<input type="checkbox"/>	2	Epp, Brad		Father	Y	Y	N

Related Students Attendance Conduct



Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools

Student List :: 02 - Doe, Jane

Details Options Reports Help Search on Priority a-z

Contacts

<input type="checkbox"/>	Priority	Name	ID	Relationship	LivesWith	Parent or Guardian?	PortalAccess
<input type="checkbox"/>	1	Epp, Brad			N	N	N



Related Students Attendance Conduct



Linking Student Contacts

Step 2. Decide the record you want to "KEEP". Things to consider: more information in one record vs the other, and/or. one record the parent has a user account, etc. Use the field set: SD73 User Accounts

Mark that record with an "!" symbol:

[Student List :: 02 - Doe, Jane](#) :: [Epp, Brad](#)  

Details

Options Reports Help

Contacts

Save Cancel

Contacts Details

General Addresses

Related Students

Attendance

Conduct

Transcript

Assessments

Academics



Schedule

Membership

Emergency priority: 1

Title: [dropdown]

Legal first name *: Brad

Legal last name *: !Epp  

Suffix: No matching results found.

Usual first name: Brad

Usual last name: !Epp

Gender: [dropdown]


Relationship: [dropdown]

Type: Regular Contact

Shared Contact Information

AND Save

Step 3. Select the other student, click the **Contacts** Side Tab

[Student List :: 04 - Doe, John](#) 

Details

Options Reports Help

Search on Priority     

Contacts

Contacts Details

	Priority	Name	ID	Relationship	LivesWith	Parent or Guardian?
<input type="checkbox"/>	2	Epp, Brad		Father	Y	Y

Related Students

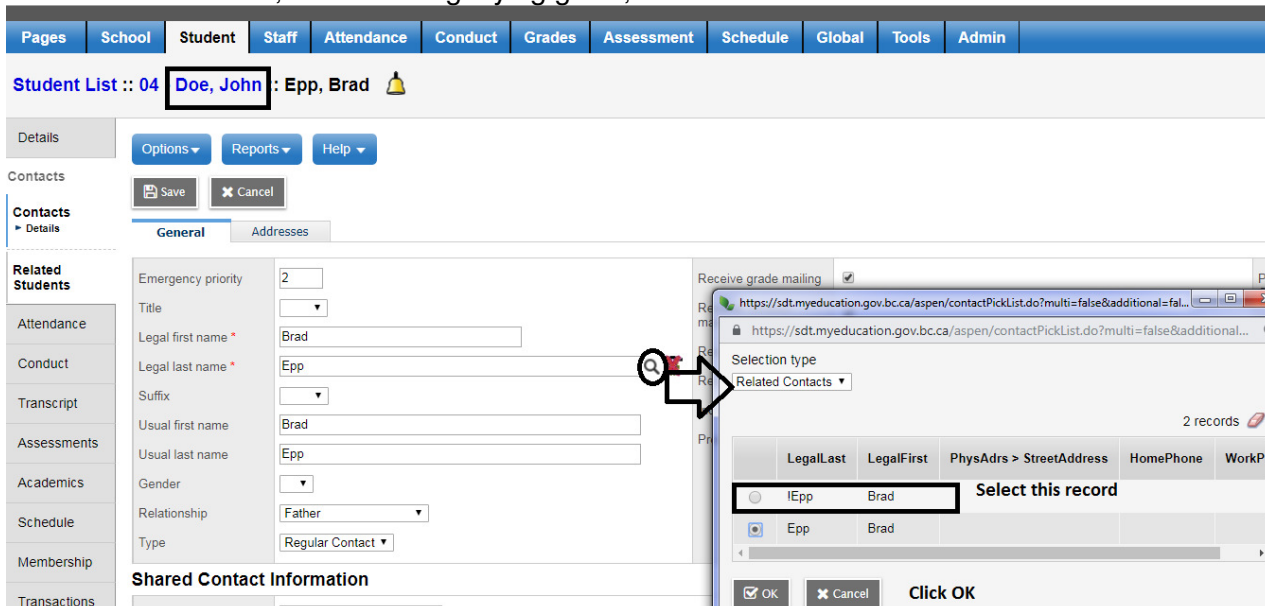
Attendance

Conduct

 **Not linked, no ! mark**

Linking Student Contacts

Click into the record:, click the magnifying glass, select the “marked” record”



Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 04 **Doe, John** : Epp, Brad

Details Options Reports Help

Contacts Save Cancel

Contacts Details General Addresses

Related Students

Emergency priority 2

Title

Legal first name Brad

Legal last name Epp

Suffix

Usual first name Brad

Usual last name Epp

Gender

Relationship Father

Type Regular Contact

Shared Contact Information

Receive grade mailing

Selection type Related Contacts

LegalLast	LegalFirst	PhysAdrs > StreetAddress	HomePhone	WorkPI
Epp	Brad			
Epp	Brad			

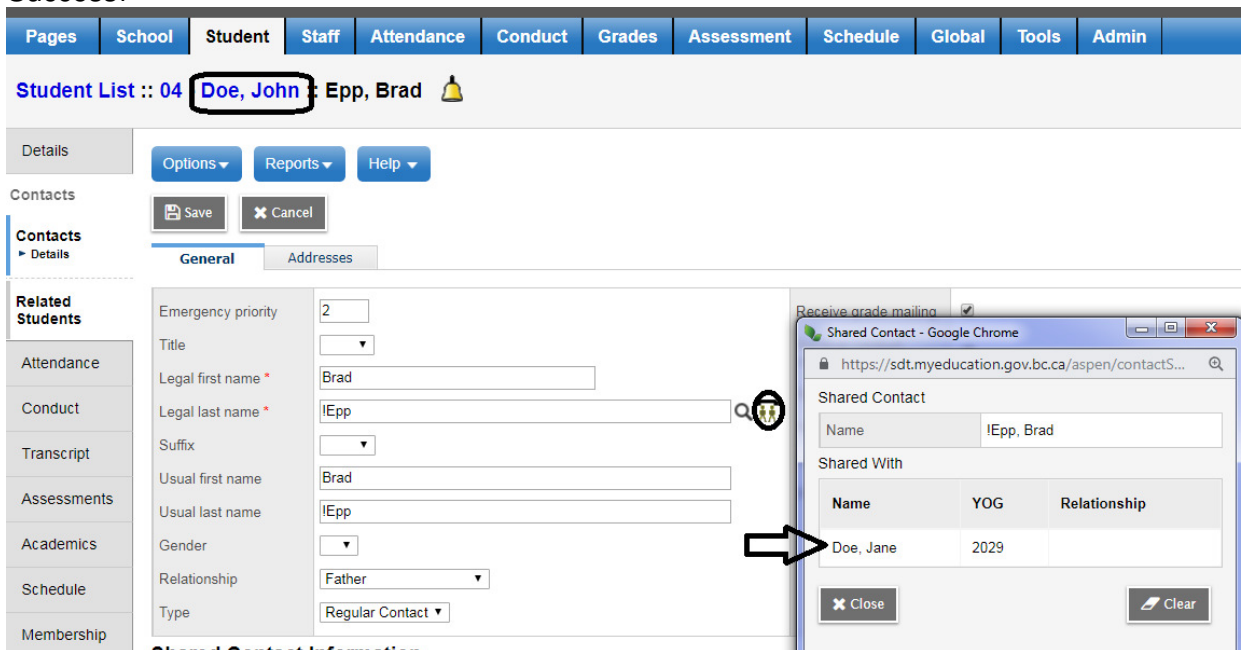
Select this record

OK Cancel Click OK

And Save

Note: You can change the selection type from: Related Contacts, to All Contacts (in SD73) to search for contacts (parents)

Success!



Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 04 **Doe, John** : Epp, Brad

Details Options Reports Help

Contacts Save Cancel

Contacts Details General Addresses

Related Students

Emergency priority 2

Title

Legal first name Brad

Legal last name Epp

Suffix

Usual first name Brad

Usual last name Epp

Gender

Relationship Father

Type Regular Contact

Shared Contact Information

Shared Contact - Google Chrome

Shared Contact

Name Epp, Brad

Shared With

Name	YOG	Relationship
Doe, Jane	2029	

Close Clear

Repeat this process for other siblings in your school

If the parent/contact has children at other schools, you need to coordinate this work with the “other” school, OR have your L1 assist you.



Linking Student Contacts

Step 4. Remove the “!” mark from the record

Pages School Student Staff Attendance Conduct Grades Assessment Schedule

Student List :: 04 - Doe, John :: Epp, Brad

Details Options Reports Help

Contacts Save Cancel

Contacts Details

General Addresses

Related Students

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Membership

Emergency priority: 2

Title: [dropdown]

Legal first name: Brad

Legal last name: Epp

Suffix: [dropdown]

Usual first name: Brad

Usual last name: Epp

Gender: [dropdown]

Relationship: Father

Type: Regular Contact

Receive grade mailing

Receive conduct mailing

Receive other mailing

Receive email

Include on IEP

Prevent Autodialing

Student Contact saved.

OK

Step 6. Check the permissions for the contact for the student that was linked to (John Doe) in this case.