

## **Parent Email List via Quick Print**

## **Quick Reference Guide:**

Use "Quick Print" in MyEdBC to create a list of parent email addresses on record in your school.

Navigation Path: School view Student top tab Filter = All Active Students (includes Primary and Secondary students) OR Filter = Primary Active Students (Choose which set of students you want to select) Fieldset = SD73 Contacts with Email (This fieldset was created at District level for all schools)

Click the Quick Print button to download a CSV file, which can be opened as an Excel spreadsheet. Format the contents of the document from there to satisfy the request.

## If you need assistance with Quick Print, please contact your Clerical Trainer or Peer Mentor.

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