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.