



# SETTING CONTACT PRIORITY – CONVERTED DATA

Student contacts in MyEdBC are located in a single table and may be viewed/edited by navigating to:

## School View>Student Top Tab>Contacts Side Tab

Schools should review their converted information and ensure that the following fields are populated correctly:

Priority	Name	LivesWith	Parent or Guardian?	PickUp?	Address	Relationship	HomePhone	WorkPhone	CellPhone	Email1	OCCUPATION	Std Contact Type
1	O'Brien, Chris	Y	Y	N	2155 Anywhere St Bamere BC A1A 1A1	Mother	(250)555-1234			email01@email.com		Student
2	Weiss, Riley	Y	Y	N	2178 Anywhere St Bamere BC A1A 1A1	Father	(250)555-1234		(250)555-3456			Student
3	Hugh, Dakota	N	N	Y	1165 Anywhere St Victoria BC A1A 1A1	Aunt	(250)555-1234					Student
4	Sexton, Kasey	N	N	N	3484 Nowhere St Victoria BC A1A 1A1	Other Relative	(250)555-1234					Student
99	Goulding, Alexis	N	N	N		Doctor		(250)555-2345				Student

*Please note: This data is de-identified and is not an actual student*

### Emergency Priority Checkbox

In order to have MyEdBC print out student reports with the correct and prioritized contact information, you will need to ensure that parents are listed as Contacts 1 & 2 (see screenshot above). **Mother will be contact #1 and Father will be Contact #2.**

Other contacts can be assigned numerically using 3,4,5. Doctors and Dentists have been converted in 99. You can leave these as is. Remember that the order of contacts here, determines who will appear on quick reports and field sets as well, so you will want the most important contacts at the top of the list.

### Parental Authority or Guardian Checkbox

You will check this box for the appropriate contacts. If this box is checked this parent/guardian will appear as a parent/guardian on the BC Student Information Verification Form.

### Type

This field will indicate what type of contact this. Setting a contact as "Emergency" will cause the contact to appear on the Student Verification Form. We recommend these guidelines:

- Regular Contact:** Should be the Parent/Guardian
- Emergency :** Should be a designated emergency contact other than the parent(s)/guardian
- CCO:** Students with a Continuing Custody Order
- TCO:** Students with a Temporary Custody Order
- Other Contact:** Doctor/Dentist etc.
- Out of District:** A designated contact who lives in a jurisdiction other than where the student lives

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin																
Options    Reports    Help																											
Student List :: 04 - Aikman, Walt :: O'Brien, Chris																											
<div style="display: flex; justify-content: space-between;"> <span>Save</span> <span>Cancel</span> </div>																											
<div style="display: flex; justify-content: space-between;"> <span>Details</span> <span>General    Addresses</span> </div>																											
<div style="display: flex;"> <div style="width: 20%;"> <p><b>Contacts</b></p> <p>▶ Details</p> <p>Related Students</p> <p>Attendance</p> <p>Conduct</p> <p>Transcript</p> <p>Assessments</p> <p>Academics</p> <p>Schedule</p> <p>Membership</p> <p>Transactions</p> <p>Documents</p> <p>At Risk</p> <p>Snapshots</p> </div> <div style="width: 80%;"> <table border="1"> <tr> <td> <p><b>First name *</b></p> <input type="text" value="Chris"/> </td> <td> <p><b>Contact lives with student</b></p> <input checked="" type="checkbox"/> </td> </tr> <tr> <td> <p><b>Last name *</b></p> <input type="text" value="O'Brien"/> </td> <td> <p><b>Contact can pick up?</b></p> <input checked="" type="checkbox"/> </td> </tr> <tr> <td> <p><b>Gender</b></p> <input type="text" value=""/> </td> <td> <p><b>Receive grade mailing</b></p> <input type="checkbox"/> </td> </tr> <tr> <td> <p><b>Emergency priority</b></p> <input type="text" value="1"/> </td> <td> <p><b>Receive conduct mailing</b></p> <input type="checkbox"/> </td> </tr> <tr> <td> <p><b>Relationship</b></p> <input type="text" value="Mother"/> </td> <td> <p><b>Receive other mailing</b></p> <input type="checkbox"/> </td> </tr> <tr> <td> <p><b>Parental Auth or Guardian?</b></p> <input checked="" type="checkbox"/> </td> <td> <p><b>Receive email</b></p> <input checked="" type="checkbox"/> </td> </tr> <tr> <td> <p><b>Type</b></p> <input type="text" value="Regular Contact"/> Regular Contact         </td> <td> <p><b>Contact has family portal access</b></p> <input checked="" type="checkbox"/> </td> </tr> <tr> <td> <p><b>Volunteer?</b></p> <input type="checkbox"/> </td> <td> <p><b>Include on IEP</b></p> <input checked="" type="checkbox"/> </td> </tr> </table> </div> </div>												<p><b>First name *</b></p> <input type="text" value="Chris"/>	<p><b>Contact lives with student</b></p> <input checked="" type="checkbox"/>	<p><b>Last name *</b></p> <input type="text" value="O'Brien"/>	<p><b>Contact can pick up?</b></p> <input checked="" type="checkbox"/>	<p><b>Gender</b></p> <input type="text" value=""/>	<p><b>Receive grade mailing</b></p> <input type="checkbox"/>	<p><b>Emergency priority</b></p> <input type="text" value="1"/>	<p><b>Receive conduct mailing</b></p> <input type="checkbox"/>	<p><b>Relationship</b></p> <input type="text" value="Mother"/>	<p><b>Receive other mailing</b></p> <input type="checkbox"/>	<p><b>Parental Auth or Guardian?</b></p> <input checked="" type="checkbox"/>	<p><b>Receive email</b></p> <input checked="" type="checkbox"/>	<p><b>Type</b></p> <input type="text" value="Regular Contact"/> Regular Contact	<p><b>Contact has family portal access</b></p> <input checked="" type="checkbox"/>	<p><b>Volunteer?</b></p> <input type="checkbox"/>	<p><b>Include on IEP</b></p> <input checked="" type="checkbox"/>
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The **“Contact lives with Student”** information will have been converted in, as well as, **“Contact can Pick Up.”**

You will need to toggle **“Receives email,”** and **“Contact has Family Portal Access.”** **“Include on IEP”** is toggled off if a student has this IEP Icon next to their student name in the Student List Header. **Please note that you only have to toggle these off for a parent/guardian.**

Also ensure that you enter any shared contact information so it is retained in the MyEdBC Database. Remember to click **“Save.”**

## **ADDRESS TAB IN CONTACT DETAILS (See screenshot below text)**

### **Addresses for Contact**

Addresses for contacts that are different from the student address and were manually typed into the non-parsed, free-form address field in BCesis (from the Parent Information or Emergency Contact Address fields) **did not convert** correctly into the parsed fields in MyEdBC. You will note that in Addresses you will see a small box with three dots in it. This is where you will user-validate a contact’s street address, city, province and postal code.

In addition there is a magnifying glass beside the Street Address field. When you click on this or start typing the address it may display how other records in the MyEdBC database that share the same address.

Selecting an existing record will create a shared address between two records and will change the icon to

an icon indicating that this address is now shared with another contact. In the future it will prompt the user to select other records to update with new information.

Please refer to the most recent **Enrollment and Student Demographics** manual posted on the SD73 MyEdBC site for more detailed information on entering addresses for contacts.

Once you click and save another contact that shares the same address the “Shared Address” icon is created.



**Please remember to validate the address of any shared contacts. Click “Save.”**

## **Related Students School View>Student Top Tab>Contacts Side Tab>Related Students**

This is where sibling information is stored in MyEdBC. Setting the relationship to Sibling, will cause the student to appear as a sibling on the BC Student Information Verification Sheet.

If you wish to add a sibling to a student record, go up to “Options” and click **Add**. Search for the student via the magnifying glass. And then choose the relationship. Click Save. Repeat this if there is more than one sibling, or for other relationship types that relate to siblings (step-brother/step-sister).