

**Students in Care**

It is important that we review our Students in Care at least twice a year.

Student Top Tab

Filter: *SD73 - Students in Care*

- This filter searches data in Student > Details as well as Student>Contacts
- Please check this list to see if there are any students omitted from this search.

Field Set: *SD73 - Students in Care*

Pupil #	Usual Name	LegalLast	LegalFirst	Custody	CYIC or YAG	Agreement or Order
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We need to check:

1. Student Top Tab > Details Side Tab

Who has custody? ?	Social Worker	▼
CYIC or YAG ?	<input checked="" type="checkbox"/>	
Agreement or Order ?		▼

Field Name	Data
Who has Custody	Needs to be a person; it cannot be <i>Temporary Custody Order</i> or <i>Continuing Custody Order</i> .
CYIC or YAG	A check box is used to indicate that the student is in care.
Agreement or Order	Is listed for the legal documentation for the student who is in care.

2. Inclusions and Alerts

- Consult with the school's administration team to determine if a legal alert is required at minimum a family or information alert should be present.
- Ensure to enter an [inclusion](#) if there is a legal document in the student's file

Student Top Tab > Contacts Side Tab

Review the contacts for the student(s):

Priority	Title	Name	Type	Relationship	LivesWith	Parent or Guardian?
1		Strub, Kealan	Regular Contact	Caregiver	Y	N
2		Gallegosdupuis, Nolund	Regular Contact	Caregiver	Y	N
3		Tesfu, Pornpimon	CCO	Social Worker	N	Y
4		Cianca, Keertana	Emergency		N	N

Carefully consider, by referring to the legal documentation in the student file:

1.	Who should receive <u>Safe Arrival</u> phone calls (Priority 1 & 2, with a type of regular contact)
2.	Who is the legal guardian? Parent Auth or Guardian=Y By default, foster parents are not the parent or guardian. <ul style="list-style-type: none"> Please refer to the agreement and/or the social worker to determine if biological parents retain access to their child's data in MyEducation BC. Change contact has family portal access from Y to N where required; if there is an existing account, please let the MyEducation BC team know.
3.	Who does the child live with? Lives with = Y
4.	Who is paying the student fees in <u>School Cash Online</u> (KEV)? Priority 1 AND Parent Guardian = Y AND has a primary email address. <ul style="list-style-type: none"> In case that the foster parent/caregiver is not a parent/guardian, then they will have to pay the students' fees directly (cash/cheque) unless a letter is provided by a social worker granting access to School Cash Online (KEV). <See Below for the details of the letter>
5.	Should the contact(s) have Portal Access? Contact has family portal access = Y <ul style="list-style-type: none"> By default, foster parents should not have portal access unless a letter is provided by a social worker granting access to MyEducation BC. <See Below for the details of the letter> You should try to link contacts if portal access=Y
6.	Ensure all contacts have a <u>Type & Relationship</u> .
7.	Send the name of the social worker to the MyEducation BC team so that these contact records can be linked

To meet privacy and access requirements for SD73, for MyEducation BC & KEV, the letter from the social worker is placed in the student file. Record the receipt of the letter in the student's memo field with the date. The letter:

Contains the date of writing.
Formally addresses the school principal and has the school's name.
States that the purpose of the request is to provide access to MyEducation BC and School Cash Online (KEV)
States that access is provided only for the current school year.
Is on Ministry letterhead and sent from the social worker directly to the school, not through the foster parent.

Source documents:

1. [MyEducation BC Standards Document](#)
2. [Entering Inclusions](#)