Continuing or Temporary Custody Order Procedure

Two times per year you will receive a list from Student Support Services indicating who the Continuing Custody students are in your school. The information in MyEducation BC for your school needs to be reviewed and updated **at least two times per year**.

There are likely **three** scenarios that you will likely encounter here:

1. Student Custody data remains the same , (or)
2. Student is no longer under a CCO or TCO (or)
3. New CCO or TCO student(s) will need to be added.

- Schools must send the <u>Student Information Verification</u> sheet to be filled out by the legal guardian, in most cases, the social worker.
- If there is no change to the record, leave as is
- If you need to add a new student that was not in your MyEducation BC list, please see procedure below (or) If there is a difference between the list from Student Support Services and the data in MyEducation BC

How to Find Students with TCO/CCO in MyEducation BC

Navigation Path: School View>Student Top Tab>
Filter: SD73 CCO & TCO Students

Please note: This filter based on a query. You will be presented with anyone in your school that has CCO or TCO listed in the **"Who Has Custody Field"** or any student that has **CCO/TCO** listed under the "**Contact type**" under the **Contacts** side tab.
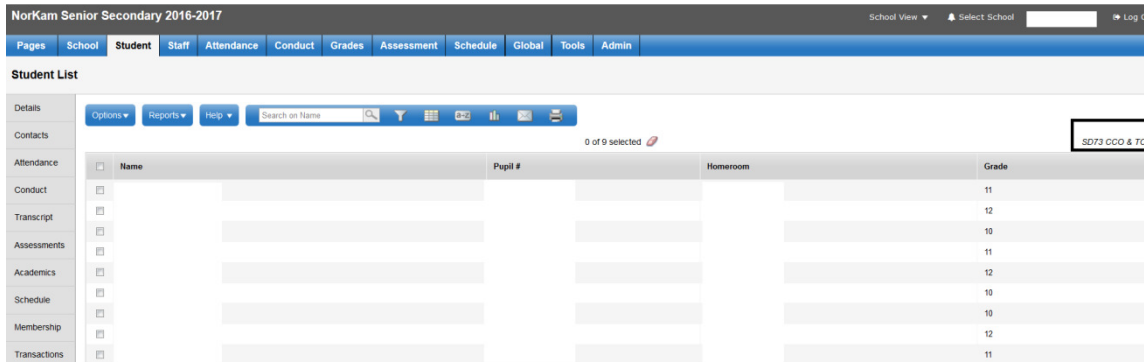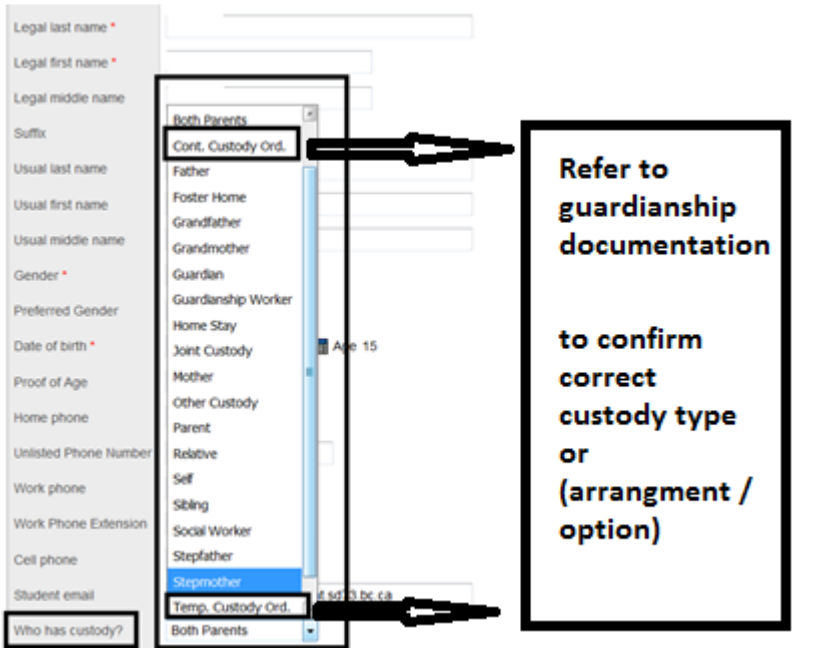
How to add a CCO/TCO to a student record (2 steps):

Step 1. Adding/Changing Custody Information to the Student Record

Select your Student
Navigation Path: Student Top Tab>Details Side Tab>Who has Custody? Field

Select the correct value and click "**SAVE.** "

Step 2. Adjusting Parent Contacts
Navigation Path: School View>Student Top Tab> Select Student > Contacts Side Tab

Since MyEducation BC is the authorative database for student information; and this data is used for 3rd party applications (Synrevoice, FreshGrade, etc). Please ensure that you also update the **Contacts** section of the student record. This would include an Agency Representative and/or a Foster Parent. If unsure about which contacts to include, check with the Agency (Social Worker) involved.

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Add any new contact information: Work Phone, Agency, Cell Phone and primary email. When adding/updating the CCO /TCO contacts please refer to the standards on the next page.

SD73 Standard for Student Contacts:

Priority	Relationship	Type	Permissions/Notes
1 & 2	Foster Parent(s) /Custodial Parents	Regular Contact (CCO, Emergency, Other Contact, Out of District, Regular Contact, TCO)	Refer to guardianship documentation → Parental Auth or Guardian? ☐; Contact can pick up? ☑; Contact lives with student ☑; Special Permission from Social Worker → Contact has family portal access ☐
3	Social Worker	Regular Contact (CCO, Emergency, Other Contact, Out of District, Regular Contact, TCO)	Include on IEP ☑; Check with Social Worker to see if they want this access; Parental Auth or Guardian? ☑; Contact can pick up? ☑
4 -	Others	Regular Contact (CCO, Emergency, Other Contact, Out of District, Regular Contact, TCO)	Check with Social Worker with respect to these permissions

Continuing or Temporary Custody Order Procedure

Removing a TCO/CCO from a student record (2 steps):

If you need to remove CCO/TCO information from a student you must first contact the Agency Representative or Guardianship Worker for custody information so that the fields can be updated correctly. Send a Student Information Verification to the Social worker to fill out.

Step 1. Removing Custody Information from the Student Record

Select your Student
Navigation Path: Student Top Tab>Details Side Tab>Who has Custody? Field

Step 2. Adjusting Parent Contacts
Navigation Path: School View>Student Top Tab> Select Student > Contacts Side Tab

1. If the Agency (Social Worker) will remain in place, but no longer acts as Parent Authority, this means permissions will need to be changed. Change the type to: (Regular/Emergency).

2. Adjust priority to existing contacts
3. Add new contacts if any