



Standards for Student Contacts

Contact Type	Priority Number	Contact Type	Extra Boxes to Check
	0 - Not to be used		
Parents/Guardians	<ul style="list-style-type: none"> • Top Positions: 1, 2, etc. • Each person gets a unique priority number • Each person gets a separate record 	Regular	<ul style="list-style-type: none"> • Parental Auth or Guardian? • Contact can pick up? • Family portal access? • Various email preferences
Agencies • This is reflected in the relationship field.	<ul style="list-style-type: none"> • Use a person's name and direct phone number. • Top Positions: 1, 2, etc. • Each person gets a unique priority number • Each person gets a separate record 	Regular	<ul style="list-style-type: none"> • Parental Auth or Guardian? • Contact can pick up? • Family portal access? • Various email preferences
Emergency Contacts	<ul style="list-style-type: none"> • Each person gets a unique priority number • Each person gets a separate record 	Emergency Contact	<ul style="list-style-type: none"> • Contact can pick up?
Doctor/Dentist	Do not enter	Not to be used	
Out of District	<ul style="list-style-type: none"> • Each person gets a unique priority number 	Out of District	

For situations not listed here, please refer to the MyEdBC Standards Manual found at:
<http://www.myeducationbc.info/resources/school-users/>

Contacts Cleanup

1. Global TopTab > Favorite SideTab > Student Contact Table
2. Field Set = Contacts Cleanup

Mass Updating an Emergency Priority Number

Example: We want all contacts labeled “Mother” to have an Emergency Priority number = 1

Field	Emergency priority
Value	1

- A. Filter = “Relationship = ?”
- B. Be **very** careful that you did Step #A... **Options > Mass Update > Emergency Priority + a number**

Updating Parent Portal Access

Example: We want to allow all Contacts that are listed as Parent/Guardian to access the Family Portal.

- A. Filter = “Parent Portal Prep”
- B. Options > Modify List > Click on the Pencil icon below the PortalAccess heading
- C. Values are N (No) or Y (Yes). Click the green checkbox at the top to save your work. Do not change pages without saving your work.

3. The EMAIL 2 field has been populated with identified records that contain errors.
This is a manual process, and some could be missed. Please ensure that all important data is present and accurate.

Filter = Contacts ERROR

ERROR LEGEND

- E:** Missing primary email
- N:** Invalid name
- P:** Invalid priority number
- T:** Wrong Type
- Y:** Auth or Guardian flag should be checked