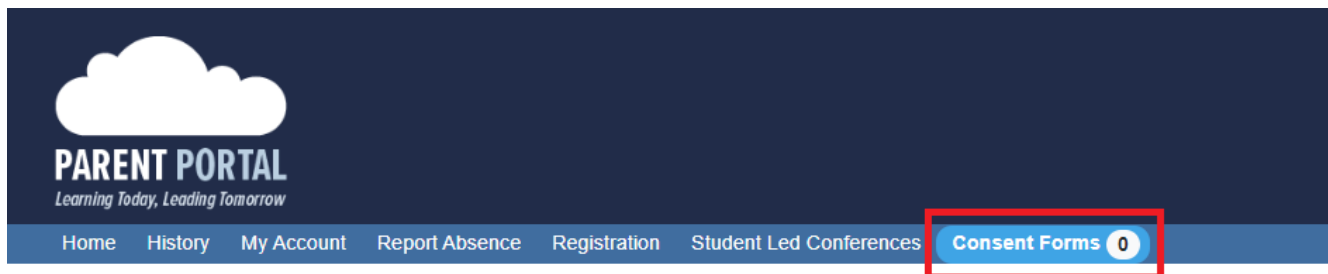


Dear parent/guardian,

The district will be deploying consent forms on the parent portal today. These are important, time-sensitive documents that need to be submitted in order to allow your child(ren) to participate in various educational programs and activities.

TO COMPLETE CONSENT FORMS FOR YOUR CHILD(REN), PLEASE FOLLOW THESE STEPS:

1. Login to your Parent Portal account at <https://parents.sd42.ca>. Once you are logged in, you will see a "Consent Forms" icon on your top menu bar. The new icon will change colours as your unsubmitted consent forms pass their due date. Click on the *consent forms* icon to load the parent dashboard.



2. Each of your linked students will appear in the drop-down menu. Once you select the student's name, all available consent forms for that student will appear.
Please note: Each student in the list will have an associated set of consent forms that you will need to complete.

Parent Dashboard: Consent Forms

Student:	Tyler, Rose	▼
Student Birthdate:	July-12-06	
School:	Albion Elementary	
Grade:	06	
Home Room/Division:	DIV.06	

Continued on next page >>

3. You must click on each form under the “Unsigned Consent Forms” section to view the form and submit your answers for each policy. Simply read each consent form and scroll to the bottom where you will be able to give your response and enter both your first and last name. This becomes your electronic signature.

**Please note: All required information is necessary to submit the form.*

Unsigned Consent Forms

SD42 Maple Ridge / Pitt Meadows

Personal Information Consent - YEARBOOK

During the school year, school and/or school district staff take pictures of student activities and events for use in school yearbooks. By approving this form, you give the school permission to have your child's name and photo included in the school yearbook.

* For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.

Please select ONE of the following choices:

Yes - YES. I GIVE MY CONSENT for the use and disclosure of my child's name and image for use in my child's school yearbook. (NOTE for parents/guardians of elementary school students: not all elementary schools prepare yearbooks. If your child's elementary school does prepare a yearbook, it will have your expressed wish on file.)

No - NO. I DO NOT GIVE MY CONSENT for the use and disclosure of my child's name and image for use in my child's school yearbook.

Last Name: Who

First Name: Doctor

Email Address: [REDACTED]@sd42.ca

Date: 09-11-2018

Submit

4. Once you have clicked "submit," the form will appear under the "Signed Consent Forms" section with an icon indicating your response for that form.

Unsigned Consent Forms

SD42 Maple Ridge / Pitt Meadows

Personal Information Consent - YEARBOOK

Personal Information Consent - SECONDARY

Signed Consent Forms

Information Technology & Communication Systems - Appropriate Use

Walking Field Trip

Please select a student from the drop down box above.

Once your student has been selected, the Consent Forms will show on the right under "Unsigned Consent Forms" for consent forms needing to be submitted or under "Signed Consent Forms" for the consent forms already submitted.

Please refer to the symbol legend below to determine the status of each consent.

To submit your response for a consent, please click on an "Unsigned Consent Form" to view and submit.

You can also view a "Signed Consent Form" by clicking on the appropriate form to view or print if needed.

Should you need to change your consent on a "Signed Consent Form" please contact the office of the school your child attends.

Please Note: You will be able to view and print any signed consent forms by selecting them from the "Signed Consent Forms" section. If you wish to adjust a previously submitted consent form, please contact your school office. Once your school office has reset this form, you will find it located in the "Unsigned Consent Forms" section once again. This enables you to resubmit your response for that consent form.