



**VERMILION FORKS  
ELEMENTARY SCHOOL**

*"...where learners cooperate in a safe, friendly, respectful environment."*

Box #970 - 99 Ridgewood Drive  
Princeton, B.C. V0X 1W0  
Phone: 250-295-6642 Fax: 250-295-3767

September 12, 2023

Dear Families,

We hope that everyone enjoyed the first week of this school year!

**Yearly Parent Consents:**

All parent consent forms have been uploaded to the parent portal. Please ensure that you fill out the yearly parent consent forms on the MyEducation parent portal by **September 30<sup>th</sup>**. **IF YOU DO NOT FILL OUT THE CONSENTS ONLINE, THEN THAT WILL BE TAKEN AS A CONSENT TO ALL PERMISSIONS FOR THIS SCHOOL YEAR.** You may also email our secretary at [kaitken@365.sd58.bc.ca](mailto:kaitken@365.sd58.bc.ca) or call the office at 250-295-6642 if you wish.

Here is a detailed list of each of the consents.

1. **Email Dialer** – consent to receive email from school administration and teachers. Also other electronic communication such as newsletters, field trip information, and other school and community related information from the school or district. Only those who request paper copies will receive communication and forms this way.
2. **Field Trip** – consent for your child to participate in outings with their class or groups in the Town of Princeton. It is understood that the full cooperation of the student is required at all times. You will be given notice of the field trip well in advance of the trip.
3. **Internet Access** – consent to use the internet and that wrongful behaviour may result in the loss of use of technology and/or access to the internet.
4. **P.A.C.** – consent to release your home address, e-mail and phone number to the Parent Advisory Committee for contact purposes which represents the parents of the school engaging in educational programs and sometimes fundraising.

5. **Release of Photo** – consent to publish photographs and/or personal information (name, age, grade), about your child for celebration of his/her successes and passages in school. This may include (but not limited to) newsletters, district and school websites, Facebook, Twitter, hallway displays, etc.

### **Logging into the Parent Portal Account:**

Here are the simplified steps that you can take to log into the MyEducation Parent Portal account:

1. **Website**
  - You can log into the MyEd Parent Portal from the link on the SD #58 website main page or by going to [www.myeducation.gov.bc.ca](http://www.myeducation.gov.bc.ca).
2. **Login ID**
  - Your login is your email address registered with our school.
3. **Password**
  - Please call our school if you don't know your generated temporary password is. You will be promoted to change your temporary password the first time you login. Make sure your password meets all the criteria.
  - If you forgot your password, then you can reset it from the login page by clicking "I forgot my password" and the temporary password will be emailed to your email. You may also contact our secretary to have your password reset.

We remind you that you are currently able to do the following from the parent portal:

- View and print report cards
- See your student's transcripts
- See your student's attendance records
- See your student's demographic data (call our office if you have any changes)
- Fill out your yearly parent consent forms
- Register online for SD #58 schools

### **Setting Preferences:**

If you are logging in for the first time, follow these instructions to get the Task section on your homepage:

1. Click on **your name** on the top righthand corner of your screen
2. Click on **"Set Preference"**
3. Click on the **"Home"** tab at the top of the screen

4. Click the **empty box beside “Tasks”** so that there is a check mark (it should be the only empty box)
5. Press **“OK”**

### **Completing Parent Consents Online:**

There will be a section on your homepage if you scroll down that says “Tasks”. In this section you should see 5 forms (see below for an explanation of each consent). They are all consent forms that need to be completed. You will need to click on each one, click on Receive Form and set the answer at the bottom to yes or no and then save it.

Thank you for your timely cooperation with completing these forms.

Sincerely,

**Mr. B. Clarke**  
**Principal**